

**UNIT 4** Word Processing Project 1



Rubric  
U4P1\_IP4

**4 Independent Practice (page 151)**

**Write a Letter**

**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Come up with an idea for an improvement at your school			
Write the return address, date, forwarding address and salutation for a business letter			
Include a description of your idea in the first paragraph			
Write a second paragraph explaining how your idea will help the school			
Add a closing to your letter			
Use correct formatting, spelling, punctuation, and grammar			
Edit as necessary to create a clear and concise business letter			
Print your letter, with your teacher's permission			