

**Advanced  
Word Unit**

**1**

**Portfolio Project  
4 Introduce Your New  
Business**



**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
Used mail merge to create a form letter			
Included general information about your catering business			
Encouraged the reader to call for more information			
Included merge fields for the address			
Included merge fields for the greeting			
Created a data source			
Included five businesses in your data source			
Included the business owner's name, the name of the business, and the mailing address			
Created personalized letters using mail merge			
Proofread and checked spelling			
Saved the document to your Portfolio Folder			