

Outlook Lesson 1 **Challenge Yourself Project 10 Evaluate E-mail**



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
Wrote a persuasive essay stating your opinions about e-mail			
Stated why you think e-mail is a positive way to communicate or is less effective than face-to-face conversations			
Backed up your arguments with at least two examples			
Proofread and checked spelling			
Composed an e-mail message to your teacher			
Wrote a brief message			
Attached your essay to the e-mail message			
Sent the e-mail to your teacher			
Saved your essay			

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