

Outlook Lesson 1 Challenge Yourself Project 11 Think About Technology



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
Created a list of four or five questions about how technology affects our lives			
Interviewed one of your classmates			
Keyed the interview results in a Word document			
Saved the document as 01rev-[your first initial and last name]11			
Created a new e-mail message with the subject 01rev11			
In the message, keyed a brief summary of what you learned in the interview			
Attached the Word document to the e-mail message			
Sent the e-mail message to your teacher			