

Outlook Unit 3 Portfolio Project 3 Send E-mail for Approval



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 an e-mail message requesting approval for your idea			
Addressed the message to the Director (your teacher)			
Made it clear in the subject that you need approval			
Attached the Ideas data file			
Keyed appropriate body text			
Explained in the body of the message that the ideas were attached			
Marked the message as important			
With your teacher's permission, sent the message			