

Outlook Lesson **3** **Challenge Yourself Project 9 Start a Book Club**



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 distribution list in Outlook named <i>Book Club</i>			
Added your three assigned classmates to the distribution list			
Sent to each member a message with the subject <i>Book Club</i>			
Included in the message the club's mission statement			
Included in the message a list of club members			
Included in the message a proposed list of two books to read and discuss			
Proofread and checked spelling			