

**Word
Unit 1**

**Making Connections
Writing a Business Letter**



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 Word document			
Changed the left and right margins to 1.5"			
Created letterhead at the top of the letter			
Formatted the letterhead			
Set the font for the rest of the letter at 12 point Times New Roman			
Keyed the date and addressed the letter to your coworkers			
Keyed the body of the letter			
Explained the purpose of the carnival			
Encouraged people to attend the carnival			
Added a closing			
Proofread the letter			