

**Word
Unit 1**

**Portfolio Project
1 Write a 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
Used the standard business letter format including standard margins for a business letter			
Included your return address or letterhead			
Included today's date and a greeting			
In the first paragraph, stated why you were sending the letter			
In the first paragraph, asked about the skills the person would like to share with children			
In the second paragraph, asked the person to describe the skill or talent they would like to teach			
In the second paragraph, asked about the person's availability to teach			
Included a closing			
Printed the letter, proofread it, and made necessary corrections			
Saved the document to your Portfolio Folder			

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