

Word Unit**1****Academic Connections
Writing a Business Letter****R**

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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a Word document			
Changed the top margin to 2"			
Created letterhead at the top of the letter			
Correctly keyed company name and address at top of letter			
Formatted the letterhead at 14 pt Arial, bold, and centered			
Set the font for the rest of the letter at 11 pt Calibri			
Keyed the date and addressed the letter to your coworkers			
Keyed the body of the letter, including an explanation of the event, its purpose, and the purpose of Food Share			
Encouraged people to attend the carnival and explained how supporting Food Share will benefit the community			
Added a closing and proofread the letter			