Name _____ Period _____ Date_____

Directions: After you have finished the projects, 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 Word document.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Completed the Challenge Yourself Projects			
Created a Word document			
Explained how you think e-mail has changed the way people in business communicate			
Explained how you think e-mail has made direct communication more difficult			