

**Outlook
Lesson****1****Challenge Yourself Project 9
Evaluate E-mail****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 new Word document			
Explained whether you think e-mail contributes to or detracts from meaningful communication			
Described whether communicating with an e-mail is more effective than talking face-to-face			
Gave at least two examples for your argument			
Wrote an e-mail to teacher with summary of essay			
Sent essay as an attachment to e-mail			
Saved your essay as 01rev-[your first initial and last name]9			