

# Unit 1

## Lesson 6

### Challenge Yourself Project 10 Prepare a Mail Merge



**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 fund-raising letter with a letterhead			
Told the recipient about the upcoming fund-raiser			
Included how much the recipient gave last year			
Asked if he or she will support the organization again this year			
Used Anytown, NY 01245 for the recipient's address			
Left spaces for each recipient's name, street address, and previous donation amount			
Saved the document as w6rev-[your first initial and last name]10			
Exchanged your letter with a classmate			
Reviewed your classmate's work			
Accepted or rejected your classmate's suggestions			