

UNIT 4 Word Processing Project 1



Rubric
U4P1_IP3

3 Independent Practice (page 151)

Enter and Format Text

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
Complete Independent Practice 2			
Write the return address, date, forwarding address and salutation for a business letter			
Write a paragraph identifying yourself and why you are writing			
Write a second paragraph describing the photo you would like to use and how you plan to use it			
Write a third paragraph explaining how to contact you			
Add a closing to your letter			
Use correct formatting, spelling, punctuation, and grammar			
Edit as necessary to create a clear and concise business letter			