Name _____ Period _____ Date_____

Advanced Word Unit 1

Portfolio Project 4 Introduce Your New Business

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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	**Not Completed**	**Comments**
Used Word to create a form letter			
Included general information about your catering business			
Encouraged the reader to call for more information			
Included fields for the address			
Included fields for the greeting			
Used the data in your letter to create and save Building Blocks			
Saved the letter as a template			
Attached a digital signature to authenticate the document			
Proofread and checked spelling			
Saved the document to your Portfolio Folder			

Rubric—Advanced Word Unit 1 Portfolio Project 4   1