

Word Lesson 3 Before You Begin Reflect



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.

| Criteria | Student Checklist | | Teacher Evaluation |
|---|-------------------|---------------|--------------------|
| | Completed | Not Completed | Comments |
| Completed the Challenge Yourself Projects | | | |
| Created a new Word document | | | |
| Keyed a sentence describing the most important job qualities a job applicant should have | | | |
| Listed other factors you might use to help you select a job candidate when the applicants have similar skills | | | |
| Proofread and checked spelling in your document | | | |