

Word Lesson**2****Challenge Yourself Project
11 Create a Memo****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 professional memo			
Addressed the memo to your boss			
Named the candidate you want to hire			
Gave a brief description of the person's qualifications			
Created a bulleted list of three reasons why you want to hire the candidate			
Completed all other parts of the memo			
Proofread and checked spelling			
Saved the document as w2rev-[your first initial and last name]11			