

UNIT 4 Word Processing **Unit Closer**



Rubric
U4_PAC2

Projects Across the Curriculum 2 (page 204-205)

Create a Letterhead

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
Determine the information to include in a letterhead			
With your teacher’s permission, search for images online for a graphic to include on your letterhead			
Use Word to create a letterhead with at least two styles			
Start each element on a separate line			
Include a graphic or WordArt to add interest			
Cite your sources, if necessary			
Use correct spelling, punctuation, and grammar			
Edit to make your letterhead clear and free of errors			