

**Outlook
Lesson****2****Challenge Yourself Project 11
Evaluate Accurate Information**

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 new Word document			
Explained how accurate contact information has solved a problem for you			
Provided at least two examples of how accurate contact information made a difference for you			
Saved your essay as o2rev-[your first initial and last name]11			
Created an e-mail message with the subject o2rev11			
Attached the essay to the e-mail and sent it to your teacher			