

Word Lesson**1****Before You Begin
Reflect****R**

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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Keyed a sentence about what you liked most about the Web site you used			
Keyed a sentence about what you liked least about the Web site you used			
Listed the job skills that you already have			
Described the job skills that you are currently learning			
Proofread and checked spelling in your document			