

Summative Assessment: Business Document w/Tables

Please complete today's project, paying particular attention to consistent use of text style (Normal or No Spacing), punctuation (mixed or open), line spacing, and a "balanced" look (top-to-bottom, across the page, and across each table). This summative assessment will be graded with our "mailability" standard which we have reviewed in class, is posted on the back bulletin board in our computer lab, and is summarized below:

- 4. Consistent Mastery.** (A) Correct format, "pleasing to the eye" (i.e. For this letter, this includes specified punctuation and consistent spacing for the document's format) (B) Spell & Grammar checked; (C) Readable (please be careful how you use colors) (D). Concisely conveys original meaning or intent of the document
- 3. Mastery (inconsistent).** Meet 3 of 4 mailability standards above.
- 2. Partial Mastery.** Meets 2 of 4 mailability standards above.
- 1. Inconsistent.** Does not meet at least 1 mailability standard above.

Standards assessed in this project & integrated in the grading rubric above:

- **Benchmark 1** – Create solutions to real world problems
- **Benchmark 2** – Effectively read, write, and speak well in the context of business
- **Benchmark 3** – Use technology effectively in a business setting.