

Century 21 Jr. Chapter 10 Application Test

Tasks Evaluation Guidelines

Task 1 Create an E-Mail Message	Yes	No
Addresses in the To box are correct		
Address in the Cc box is correct		
SUBJECT box is correct		
Vertical line spacing in body is correct		
Horizontal spacing in body is correct		
Errors have been detected and corrected		

Task 2 Create a Personal-Business Letter	Yes	No
Top and side margins are correct		
Vertical line spacing is correct		
All letter parts used and arranged in correct order		
Block format is used		
Date and Time feature used (must verify via electronic file)		
Print Preview used (must verify via observation)		
Errors have been detected and corrected		

Task 3 Create a Personal-Business Letter	Yes	No
Top and side margins are correct		
Vertical line spacing is correct		
Modified block format is used		
All letter parts are formatted correctly		
Errors have been detected and corrected		

Task 4 Prepare Envelope	Yes	No
No. 10 envelope is selected		
Envelope is formatted correctly		
Errors have been detected and corrected		