

MAIL MERGE/ENVELOPES/LABELS RUBRIC (CODE E2)

	5	4	3	2	1
Mail Merge <ul style="list-style-type: none"> ◆ Create Letterhead ◆ Create data source ◆ Switch from data source to main document ◆ Insert merge fields in to main document ◆ Use IF field ◆ Print 	Appropriately used all six techniques.	Appropriately used five of the six techniques.	Appropriately used four or three of the six techniques.	Appropriately used one or two of the six techniques.	Did not use any of the mail merge techniques.
Format Mail Merge <ul style="list-style-type: none"> ◆ Edit records ◆ Sort records ◆ Insert current date ◆ Display field codes ◆ Print field codes 	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used two or one of the five techniques.	Did not use any of the formatting techniques.
Envelopes <ul style="list-style-type: none"> ◆ Sort from data source ◆ Selectively merge envelopes ◆ Address envelopes ◆ Print envelopes 	Appropriately used all four techniques.	Appropriately used three of the four techniques.	Appropriately used two of the four techniques.	Appropriately used one of the four techniques.	Did not use any of the envelope formatting techniques.
Labels <ul style="list-style-type: none"> ◆ Sort from data source. ◆ Selectively merge labels. ◆ Address labels ◆ Print labels 	Appropriately used all four techniques.	Appropriately used three of the four techniques.	Appropriately used two of the four techniques.	Appropriately used one of the four techniques.	Did not use any of the label formatting techniques.
Grammar and Spelling	No spelling errors. No grammar errors.	Only one error in grammar or spelling.	Two or three errors in grammar or spelling.	More than three errors in grammar or spelling.	Very frequent spelling and/or grammar errors.
Directions	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed.	Attempted to follow directions	Failed to follow directions.