

UNIT 1- PERFORMANCE ASSESSMENT

Emails, Professional Letters & Resumes

Performance Assessment is a demonstration & application of your learning. Teachers are evaluating the content you should have learned, the skills you are using/building, growth in learning from comments on the homework to the final draft(s), and self-reflection.

As a way to demonstrate your learning in Unit 1-Representing Yourself as a Reader & Writer, you will be required to submit the following:

- Business letter requesting an application or additional information from your college of choice-25 pts
-should be on white paper
- Cover letter -25 pts
-should be on resume paper
- College resume -25 pts
-Should be on resume paper (same as the cover letter)
- Manila envelope correctly labeled and printed-15 pts
- Resume paper-10 pts

Total: 100 pts

Additional Information

*I will be using the same grading criteria as on the homework rubrics.

**The self-reflection component will be completed after the work is submitted.

***If you create and enclose a response/reply card, I will give you additional points based on the accuracy, quality, and presentation format you use. If there is 1 or more conventional errors, then I will award points for the extra effort. You must always proofread!!