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| **Correction Area** | **Points Possible** | **Self Assessment** | **Score** |
| Letters  Letterhead stationery (5)  Format (3 x 9)  Content (3 x 5)  Flyer Included (3) | 50 |  |  |
| RSVP List  Normal View (5)  Formulas (5) | 10 |  |  |
| Budget  Normal View (15)  Formulas (15) | 30 |  |  |
| Income Statement Comparison  Normal View (10)  Question Answered Correctly (5)  Formulas (15) | 30 |  |  |
| Presentation  Content (15)  Design (15) | 30 |  |  |
| Work Habits on Project  Time Management (40)  Name on all documents (5)  Logo on all documents (5) | 50 |  |  |
|  | 200 |  |  |