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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 |  |  |