

Checklist

Name _____

Date _____

Directions: As you finish each one, put a check mark in the box next to it under Completed.

Completed

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|--|--|
| 1. Get permission form signed by parent. | |
| 2. Find and cut out pictures for collage. | |
| 3. Get picture taken. | |
| 4. Arrange pictures for collage on white construction paper. | |
| 5. Glue pictures down to make your collage. | |
| 6. Write <i>first</i> draft of friendly letter. | |
| 7. Write <i>second</i> draft of friendly letter. | |
| 8. Get a disk from teacher and put your name on it. | |
| 9. Type <i>final</i> draft of friendly letter on computer using Microsoft Word and save it on your disk. | |
| 10. Scan your collage and save it on your disk. | |
| 11. Email collage and friendly letter to your pen pal. | |
| 12. Orally present collage and friendly letter to class while being recorded. | |
| 13. Send recorded presentation to pen pal. | |

Teacher's Comments/Notes:
