Module 6

Pine Valley Mail Merge

1. Completely fill out the below rubric.
   * Grade yourself accurately or you will lose double points on what I find incorrect.
   * There will be *NO* printing today!
2. Staple/Attach printed assignments and place in the appropriate assignment basket.

|  |  |  |
| --- | --- | --- |
| **Point Descriptions** | **Pts** | **Earned** |
| **Thank You Letter** | | |
| Did you type the document from scratch or use a letter template? If you used a template, which template did you use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Ensure that the letter contains all essential business letter elements and is visually appealing.** | | |
| **Block letter format**—follow the alignment and spacing guidelines based on the letter style—Google It if you need help/examples | **2** |  |
| **Return address within a letterhead with an image**  Name, Address, Website and Email Address (no Hyperlinks)  Pine Valley Campground is located at 8754 Wilderness Lane, Harpville, KY 42194; website is www.pinevalley.com; email address is info@pinevalley.com. | **5** |  |
| Date line | **1** |  |
| Inside Address (Address Block field) inserted and formatted appropriately | **2** |  |
| Check line spacing—no big gaps between info | **1** |  |
| Greeting line inserted | **1** |  |
| **Letter should address this content:**  Thank guests for their recent stay — identifying the starting date of their stay, the type of campsite at which they stayed, and the length of their stay. Mention you hope they enjoyed their stay and you look forward to seeing them again. Also mention that they will receive a 10 percent discount on any future stays this season if they bring this letter to check-in. | **10** |  |
| Body of the letter is well-written, properly formatted and logically organized | **3** |  |
| Merge fields added within the body of the letter for title, first name, last name, site type, reservation date, and length of stay **(1pt each)** | **6** |  |
| IF field incorporated within the letter | **3** |  |
| Main letter merged with data source to create merged letters for those with ***Tent*** sites only saved as **LN Merged Thank You Letters** | **1** |  |
| No spelling or grammar errors | **1** |  |
| **Labels** | | |
| Correctly setup labels saved as **LN Mailing Labels** (see your fields) | **2** |  |
| No additional spacing between lines of text | **1** |  |
| Merge your database. Saved as **LN Merged Mailing Labels** | **1** |  |
| **Envelopes** | | |
| Size 10 | **1** |  |
| Return Address included and formatted correctly with your info | **2** |  |
| Mailing address block inserted (preview results) | **2** |  |
| **Directory** | | |
| 1” margins and landscape orientation | **1** |  |
| All fields entered and separated by a comma saved as **LN Potential Employer Directory** | **2** |  |
| Directory merged and converted to a table **(3pt)**, Column headings created and formatted appropriately **(1pt)**, Auto Fit Contents **(1pt)**, Sorted by Site Type and then by Last Name **(.5pt each)** (Header Row not included in the sort) | **6** |  |
| **Database** | | |
| All information correctly entered from Table 6-1—No spelling errors | **5** |  |
| Saved correctly into the Pine Valley folder & dropped | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **60** |  |

**TEACHER SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 2: Critical Thinking Decisions**

What was the rationale behind each of the following decisions? I want to see your thought process. Use complete sentences and correct spelling/grammar.

1. Use a template or create the letter from scratch?
2. Wording to use?
3. Where to position text and merge fields in the letter?
4. How to format elements?
5. How to set up the data source?
6. How to format the directory