| **Assessment** |
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| **Date:** | **Student Name:** |
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| **Lesson:**  |
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| Mail |
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| **Tasks Observed:** |
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| Folding lettersStuffing envelopesAddressing/return address |
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| **Stocking:** |
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| **Task Steps** | **Performance****0 = no attempt****1 = student attempted but needed assistance****2 = student completed independently** | **Comments** |
| --- | --- | --- |
| Fold letters into thirds |  |  |
| Stuff envelopes |  |  |
| Seal envelopes |  |  |
| Address envelopes(written or labels) |  |  |
| Total # of points |  |  |

| **Observer Name:** |
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