

## Composes an Email

**Score each response as follows:**

(+) correct (FP) full physical prompt (PP) partial physical prompt (G)gesture (M) model (V) verbal: try to avoid these

Date:																			
1. Turn on computer/tablet																			
2. Open email program/app																			
3. Open new email																			
4. Fill in addressee																			
5. Add subject																			
6. "Dear _____"																			
7. Writes body of email																			
8. Writes appropriate signature																			
9. Sends																			
Percentage Correct:																			

Mastery Criteria: 100% for (2) consecutive session(s)