**TO-DO LIST**

You should use the following table to make sure you have all the printouts required.

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| **Task** | **Elysium Printouts** | **Marks Available** | **Completed**  (✓) |
| 1 | Presentation – 3 full page slides | 14 |  |
| 2 | Theory – Corporate Image | 4 |  |
| 3 | Personal Training Form | 7 |  |
| 4 | E-diary – daily view | 4 |  |
| 5a | Internet printouts:   * train times * lunch venue * walking directions * hotel | 6 |  |
| 5b | E-diary – evidence of reminder | 3 |  |
| 6 | Theory – Admin Assistant | 4 |  |
| 7 | Newsletter | 6 |  |
| 8 | Mail merge:   * showing merge fields * showing merged membership card | 8 |  |
| 9a | Poster | 8 |  |
| 9b | E-mail – with evidence of sending | 6 |  |