

OCR Nationals Coursework Document  
Checklist

Your Name \_\_\_\_\_

**Unit 1d Checklist**

Tick each box where there is evidence in your portfolio.

Created a blank memo following the corporate identity.	<input type="checkbox"/>
Spellchecked	<input type="checkbox"/>
Written a memo to a member of the team	<input type="checkbox"/>
Printed 2 documents	<input type="checkbox"/>