

**Self Evaluation Tips:**

Must be in Times New Roman – 12 font

Delete the statement --- In at least 25 words describe your project.

Separate the questions from the answers:

Possible options to do this:

Make the question bold and the answer not bold

Underline the question and not the answer

Highlight the question and not the answer

Put a line space between the question and the answer

If you list use bullet points

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Make sure the answers line up under the number. You may need to use the tab key on the computer to get this to work.