Name:

Date:

School:

Facilitator:

3.02 email rubric

****Total Points: 30****

|  | **Excellent** | **Good** | **Needs Improvement** | **Poor** | **Score / Comments** |
| --- | --- | --- | --- | --- | --- |
| **Subject Line** | Appropriate Subject Line  **(3 points)** | Subject line has one grammatical error.  **(2 points)** | Subject line has multiple grammatical errors.  **(1 point)** | No subject line  **(0 points)** |  |
| **Salutation** | Student includes an appropriate salutation  **(3 points)** | Salutation has one grammatical error.  **(2 points)** | Salutation has multiple errors, and may not be appropriate.  **(1 point)** | No salutation.  **(0 points)** |  |
| **Part 1: (Introduction)** | Student gives a clear introduction.  **(3 points)** | Student gives a simple introduction  **(2 points)** | Student gives a minimal introduction.  **(1 point)** | No introduction.  **(0 points)** |  |
| **Part 2:**  **(description of what they need you to do)** | Student gives a clear description of what they need you to do.  **(4 points)** | Student gives a simple description of what they need you to do.  **(3 points)** | Student gives minimal description of what they need you to do.  **(1-2 points)** | No description of what they need you to do.  **(0 points)** |  |
| **Part 3:**  **(Call to action)** | Student gives a clear call to action.  **(4 points)** | Student gives a simple call to action.  **(3 points)** | Student gives minimal call to action.  **(1-2 points)** | No call to action. **(0 points)** |  |
| **Closing** | Student includes an appropriate closing  **(3 points)** | Closing has one grammatical error.  **(2 points)** | Closing has multiple errors, and may not be appropriate.  **(1 point)** | No closing.  **(0 points)** |  |
| **Formatting** | Formatting is excellent. No errors  **(5 points)** | 1-2 errors in formatting.  **(4 points)** | 3-5 formatting errors  **3 points)** | More than 5 formatting errors **(0-2points)** |  |
| **Mechanics** | Grammar, spelling, and mechanical errors do not disrupt communication in any area.  **(5 points)** | Grammar, spelling, and mechanical errors disrupt writing in no more than two areas.  **(4 points)** | Grammar, spelling, and mechanical errors disrupt the writing in three or more areas.  **(3 points)** | Grammar, spelling, and mechanical errors make it impossible to read and understand the writing.  **0-2 points)** |  |
| **Total** |  |  |  |  | **/30**  **Points** |