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** |