

E-mail rubric

	4	3	2	1	0	TOTAL
Attachment	attached, name appropriate		attached, name not appropriate		not attached	<input type="text"/>
Subject	clearly identifies topic		topic stated but unclear		missing topic	<input type="text"/>
To line	cordial and professional	professional but not cordial		cordial but not professional	not addressed to a specific person	<input type="text"/>
From line	cordial and professional	professional but not cordial		cordial but not professional	not signed by a specific person	<input type="text"/>
Message Clarity	needs clearly and concisely addressed	message clear but lengthy	message mostly clear, is concise	message mostly clear, but lengthy	message unclear	<input type="text"/>
Spelling/ Grammar	no spelling or grammar errors	1 spelling or grammar error	2 spelling or grammar errors	3 spelling or grammar errors	4 or more errors	<input type="text"/>

STUDENT NAME _____

TOTAL SCORE