

**SAFETY MEMO RUBRIC**

	13	9	5	3	0	TOTAL
<b>To/From</b>	cordial and professional	professional but not cordial		cordial but not professional	not addressed to a specific person	<input type="text"/>
<b>Subject</b>	clearly identifies topic		topic stated but unclear		missing topic	<input type="text"/>
<b>Date</b>	date presented on paper		date here, but format is poor		date not present	<input type="text"/>
<b>Facts</b>	Facts fully presented to motivate	Some facts presented, may motivate	some facts presented	Some facts presented, tone threatens	facts not presented, tone threatens	<input type="text"/>
<b>Resolution</b>	Expectations clearly identified, appropriate time		expectations referred to, no timeline		neither expectations or timeline identified	<input type="text"/>
<b>Spelling/ Grammar</b>	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"/>
<b>Format</b>	Format is clean and adds to message		Format is regular		Work is not formatted	<input type="text"/>
<b>Complete</b>		completed on time	completed late		not turned in	<input type="text"/>

**STUDENT NAME**

**TOTAL SCORE**