

# EMAIL RUBRIC

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_

Students are to fill in their reflection of their efforts in using Email software this term.

<u>Category</u>	<u>Good</u>	<u>OK</u>	<u>Needs Improvement</u>
<u>Subject Line</u>	I filled in Hi: _____ From: _____ with no errors	I filled in hi: _____ from _____ but forgot capital letters	I left subject line blank
<u>Introduction Sentence</u>	I have included the name of the person I am emailing, with no spelling errors	I have included the name of the person I am emailing, but there are some spelling errors	I did not include the name of the person I am emailing
<u>Question</u>	I have included a question, question mark and have no spelling errors.	I have included a question and question mark but have some spelling errors.	I have asked a question but did not include a question mark.
<u>Closing Sentence /Salutation</u>	My Closing sentence and salutation have no errors in spelling, capitalization or punctuation.	My closing sentence /salutation have some spelling errors	My closing sentence and /or salutation are missing
<u>Sentence Construction</u>	I have written all my sentences with correct spelling, capitalization and each sentence has been written on a new line.	I have written all my sentences with a few spelling or capitalization errors. I have some sentences written on a new line.	Many sentences are written with errors. Some of my sentences are written on a new line.
<u>Replying To Email</u>	I have used appropriate spelling, sentence structure and appropriate language when replying to emails.	I have replied to emails others have sent me and have used some correct spelling and sentence structure.	I have not replied to any emails others have sent me