

Student _____



E-mail Rubric

Subject line <ul style="list-style-type: none"> • Descriptive • Proper case 	1	2	3
Salutation <ul style="list-style-type: none"> • Always included • Salutation is personal when possible 	1	2	3
Message <ul style="list-style-type: none"> • Point of communication is given early • Ask for a response if you want one • Message short and to the point • Message written in paragraphs 	2	4	6
Grammar & Punctuation <ul style="list-style-type: none"> • Punctuation used • Only common abbreviations used • Emoticons not used • Spelling is correct • Complete sentences • Written in paragraphs with proper spacing 	2	4	6
Capitalization <ul style="list-style-type: none"> • No ALL CAPS • No all lowercase • Proper capitalization used 	1	2	3
Signature <ul style="list-style-type: none"> • Signature included • Company included • Phone number included 	1	2	3
TOTAL			

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