

Name: _____

Excellent: 90% to 100%
Good: 80% to 89%
Satisfactory: 70% to 79%

Weak: 60% to 69%
Poor: 50% to 59%
Unacceptable: 20% to 49%

Mark=

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Format - Marked from sent email

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|---------------------------------------------------------------------------------------------------------|-----|--|
| Paragraph spacing +3 / 0 Bulleted list +3 / 0 Signature +3 / 0 Informative subject line +3 / 0 | 12% | |
| Capitalization and spelling +10 / +8 / +6 / +4 / +2 / 0 | 10% | |
| In-text spacing +10 / +8 / +6 / +4 / +2 / 0 | 10% | |

Writing - Marked from in-class work

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|---------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------|------|------|------|------|--|
| Appropriate Opening - Greeting - Positive beginning | 7% | UA | P | W | S | G | E | |
| | | 2.4 | 3.8 | 4.5 | 5.2 | 5.9 | 6.7 | |
| | | | 4.2 | 4.9 | 5.6 | 6.3 | | |
| Description of the issue - Relevant, specific details of problem - Meaningful suggestions | 20% | UA | P | W | S | G | E | |
| | | 6.9 | 10.9 | 12.9 | 14.9 | 16.9 | 19.0 | |
| | | | 11.9 | 13.9 | 15.9 | 18.0 | | |
| Appropriate Ending - Concluding paragraph - Closing | 8% | UA | P | W | S | G | E | |
| | | 2.8 | 4.4 | 5.2 | 6.0 | 6.8 | 7.6 | |
| | | | 4.8 | 5.6 | 6.4 | 7.2 | | |
| Formality/Politeness - Appropriate level of formality - Use of politeness strategies (i.e. "Modals of Politeness" handout) | 18% | UA | P | W | S | G | E | |
| | | 6.2 | 9.8 | 11.6 | 13.4 | 15.2 | 17.1 | |
| | | | 10.7 | 12.5 | 14.3 | 16.2 | | |
| Grammar/Vocabulary - Grammar - Punctuation - At-level word choice | 15% | UA | P | W | S | G | E | |
| | | 5.2 | 8.2 | 9.7 | 11.2 | 12.7 | 14.3 | |
| | | | 8.9 | 10.4 | 11.9 | 13.5 | | |
| Deductions - Late = -10% - Copying from assignment sheet = - 5% (5 or more words in a row, excluding function words and proper | 0% | | | | | | | |