**Formal Email Rubric**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4** | **3** | **2** | **1** |
| **Format and Structure** | -Clear and appropriate **subject** in subject line  -Appropriate **greeting and closing**  -Black, 12 pt. font  -Professional signature | Lacks one of the criteria: clear subject, greeting, closing, appropriate font, or professional signature | Lacks two or more of the criteria:  clear subject, greeting, closing, appropriate font or professional signature | No subject  No greeting  Inappropriate font color or size  Inappropriate signature |
| **Content** | Clear, brief, descriptive message that identifies your **purpose** and **request** | Clear, brief, descriptive message. Purpose or request may be unclear | Message is either too long or too short and does not provide clear details | Purpose of the message is unclear |
| **Tone** | Friendly, direct, interested | Direct | Direct but casual | Inappropriately casual |
| **Mechanics** | No errors | One minor error | Multiple errors; uses text abbreviations | Many errors; reads like a text message |

**Total \_\_\_\_\_/12**

**------------------------------------------------------------------------------------------------------------------**

**Formal Email Rubric**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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