

### Email Rubric

Sections	Contents	Format & Quality
Overall Format	Paragraphing, spacing, graphic elements	1
Subject	Descriptive; Short phrase	1
Introduction	Purpose of writing	2
Body	Organized discussion and details/ reasoning	4
Conclusion	Close the letter in a professional manner Call to action Provide enclosure information	2
Complimentary Close	Yours sincerely,/Best Regards etc. Signature/Provide signature block (optional in email) Name Contact (if not mentioned in the last paragraph)	1
Mechanics	Spellings Vocabulary Sentence structure Punctuation	2
Tone	Polite, formal, business-like, positive, to-the-point	1
Total		15