EMAIL WRITING RUBRIC: MÓDULO DE INGLÉS. CICLO EN GESTIÓN DE VENTAS Y ESPACIOS COMERCIALES

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| **IDENTIFICACIÓN DE LA ACTIVIDAD EVALUABLE** | | |
| **TÍTULO Y BREVE DESCRIPCIÓN** | **CRITERIOS DE EVALUACIÓN** | **INSTRUMENTO DE EVALUACIÓN (PRODUCTO DEL ALUMNADO)** |
| RÚBRICA PARA LA COMPOSICIÓN DE UN CORREO ELECTRÓNICO PIDIENDO UN PRESUPUESTO A OTRA EMPRESA | 1. Se han redactado textos claros y detallados sobre una variedad de temas relacionados con su especialidad, sintetizando y evaluando información y argumentos procedentes de varias fuentes. 2. Se ha organizado la información con corrección, precisión y coherencia, solicitando y/ o facilitando información de tipo general o detallada. | Escribir un correo electrónico aplicando el vocabulario aprendido en el módulo y siguiendo una estructura y un estilo adecuado |

REMARKS:

20 points: 100%

10 points: 50%

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| CATEGORY | 4 points | 3 points | 2 points | 1 point |
| Sentences + content | Sentences and paragraphs are complete, and all the email includes all the necessary information | There is some important information missing, even though the sentences are complete and well-structured | Most sentences are complete and well-constructed but a lot of relevant information is missing | Disorganised and messy sentences and pragraphs, and the information included is also disorganised and irrelevant |
| Salutation and closing | Salutation and closing have no mistakes in capitalization and punctuation | Salutation and closing have some missing parts and there are 1-2 mistakes in capitalization and punctuation | Salutation and closing have some missing parts and there are 3 or more mistakes in capitalization and punctuation | Salutation and/or closing are missing |
| Grammar & Spelling (conventions) | The writer makes no mistakes in grammar or spelling | The writer makes 1-2 mistakes in grammar and/or spelling | The writer makes 3-4 grammar and/or spelling | The writer makes more than 4 mistakes in grammar and/or spelling |
| Ideas | The ideas were expressed in a clear and organized fashion. It was easy to figure out what the email was about | The ideas were expressed in a pretty clear manner, but the organization could have been better | The ideas were somewhat organized, but not very clear. It took more than one reading to figure out what the email was about | The email seemed to be a collection of unrelated sentences. It was very difficult to figure out what it was about |
| Capitalization and punctuation | The writer makes no mistakes in capitalization and punctuation | The writer makes 1-2 mistakes in capitalization and punctuation | The writer makes 3-4 mistakes in capitalization and punctuation | The writer makes more than 4 mistakes in capitalization and punctuation |