

Skill	Exceeds – 5	Meets – 3	Needs Revision – 1
Completion	<ul style="list-style-type: none"> All sections completed fully 	<ul style="list-style-type: none"> Sections completed 	<ul style="list-style-type: none"> Some sections incomplete or missing
Function	<ul style="list-style-type: none"> Audience and purpose of the note is very clear Very clearly states the reason for writing and contains essential information about previous interaction 	<ul style="list-style-type: none"> Audience and purpose of the note is generally clear Clearly states the reason for writing and generally contains basic information about previous interaction 	<ul style="list-style-type: none"> Audience and purpose of the note are not clear Details of interaction absent
Format	<ul style="list-style-type: none"> Professional, well-structured header, signature included Strong structure used to convey ideas 	<ul style="list-style-type: none"> Header, signature included Some structure used to convey ideas 	<ul style="list-style-type: none"> Header, signature not included Structure not used
Effectiveness	<ul style="list-style-type: none"> Tone is correct – professional, cordial No spelling or grammar errors Margins, font, style correct, professional 	<ul style="list-style-type: none"> Tone is generally correct Margins, font, style contain minor errors 1-2 spelling or grammar errors 	<ul style="list-style-type: none"> Tone is incorrect Margins, font, style incorrect 3 or more spelling or grammar errors
Spelling and Grammar	<ul style="list-style-type: none"> No spelling errors No grammatical errors 	<ul style="list-style-type: none"> 1-2 spelling errors 1-2 grammar errors 	<ul style="list-style-type: none"> 3 or more spelling or grammar errors
Overall Score /25			