**ENL 1813 T – REQUEST FOR INFORMATION EVALUATION**

**Name(s) – Angela Abboud, Yohanes Hailegiorgis, Jordan Meade, DianaJeanTuquib**

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| ELEMENT | SCORE |
| Letter formatting – Block Style (aligned left, all parts of a formal letter) | 4.5/5 |
| Structure of Content (proper introduction, background, outcome) | 2/3 |
| Quality of Content (questions that get the required information) | 5/5 |
| Persuasive Tone (make me want to buy from you!) | 2/2 |
| Mechanics (Grammar, Spelling, Punctuation) | 5/5 |
| You have posed an excellent set of questions and I hope that the answers I have provided will paint a clear picture of the product I am seeking. Your letter is free of mechanical errors.  I have suggested a few changes that could be made to the letter to ensure it meets the assignment requirements. Beyond these aspects, this assignment is well done. | 18.5/20 |