# Assignment 1: Email to gaining command

Chaplain:

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| Criteria | Excellent 5 pts | Competent 3 pts | Needs Improvement 0 pts |
| Introduction | Concise introduction of one’s self to the gaining command, following the PEP principle. | Verbose introduction that detracts from the purpose of the email. | Introduction that dominates the email. |
| Content | Includes pertinent items in addition to all required information. | Contains all required information from the assignment sheet. | Missing any of the required information from the assignment sheet. |
| Navy Correspondence Manual technical compliance | Brief and observing traditional customs and courtesies.  Numbered paragraphs.  Proper use of military abbreviations, dates/times.  Appropriate complementary close. | Wordy, too much prose.  Some incorrect use of military courtesies.  Paragraphs not numbered.  Complementary close other than, “Very respectfully,” or, “V/R.” | Language is excessive to a fault.  Consistently incorrect military customs and courtesies, incorrect abbreviations, dates / times.  Inappropriate or missing complementary close. |
| Grammar and language | Writing represents solid command of grammar, spelling, and with logical progression and fluency. Evidence of proofreading. | Some grammatical errors that do not distract from overall fluency of paper. Evidence of some proofreading. | Multiple grammatical errors; overall flow of paper remains intact. Little evidence of proofreading. Overall poor use of writing mechanics |

Total points: