

Technical Writing - Email Rubric

Student: _____

Course: _____

Email # _____

Emails will each have weighting of 3% towards the final grade.

Grading criteria will vary from week to week, as students are presented new material, new criteria will be evaluated. These are denoted by an **asterix***. The evaluation criteria will be clearly defined from one email assignment to the next.

Mechanics	Mark
The email contains limited spelling, punctuation and grammatical errors	2
The email contains some spelling, punctuation and grammatical errors	1
The email contains many spelling, punctuation and grammatical errors	0

Sentence Structure*	Mark
Sentences are clear, and moves the reader along fluidly from beginning to end	2
Sentences are partially correct in sections of the email, allowing for some flow	1
Sentences structure is choppy and fragmented, with run-ons and splices.	0

Paragraphs*	Mark
Paragraphs have clearly stated topic sentence, are unified, complete and cohesive	2
Paragraphs have adequately stated topic sentence with some supporting details	1
Paragraphs have poorly stated topic sentence, and supporting details are not in a logical order.	0

Focus	Mark
The email focuses on the subject provided in class, which is clearly defined in both the subject line and the email content.	2
The email does not accurately reflect the subject provided in class or the subject is not clearly defined in both the subject line and the email content.	1
The email does not accurately reflect the subject provided in class and the subject is not clearly defined in both the subject line and the email content.	0

Conciseness	Mark
The email narrowly deals with the subject matter provided, efficiently using the length to convey the desired information, and remaining within the given constraints.	2
The email addresses the subject provided, however the length of the email is either too long or too short given quality and quantity of the information delivered to the reader. Contains some irrelevant details.	1
The email ignore the length constraints and doesn't concisely deal with the provided topic at hand and includes too many irrelevant details.	0

Audience/Tone*	Mark
The email is written in a level of complexity that is suitable for the given audience, using a tone that is appropriate for the writer's relationship to the reader.	2
The email is written in a in a way that is a either somewhat complicated or somewhat simple for the given audience. The tone may be slightly inappropriate given the relationship to the reader.	1

