

## SD-160 In Class Writing Task #2

Mechanics	Mark
The correspondance contains limited spelling, punctuation and grammatical errors	5
The correspondance contains some spelling, punctuation and grammatical errors	4
	3
	2
The correspondance contains many spelling, punctuation and grammatical errors	1

Organization and Coherence	Mark
Writing is well-organized and coherent; each idea is clearly connected.	5
Writing is generally organized and coherent; information is presented logically.	4
	3
	2
Writing shows some organization but the connection between ideas is not always clear.	1

Audience and Purpose	Mark
Writing is professional, with an appropriate level of formality; the email's purpose is clearly stated at the beginning.	5
Writing is professional, generally using appropriate level of formality, the email's purpose is stated at the beginning.	4
	3
	2
Writing shows some attempt to use professional language; the email's purpose is not clear from the beginning.	1

Clarity and Coherence	Mark
Writing is consistently clear; information is presented in a concise manner.	5
Writing is generally clear, with no irrelevant details.	4
	3
Writing is not always clear; some irrelevant details.	2
	1

<b>Total Mark (out of 20)</b>	
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