

Technical Writing - Email Rubric

Student: _____

Course: _____

Email # _____

Emails will have a maximum weighting of 15% of the final grade in the course. Emails will be graded on weekly basis.

Clarity	Mark
The email is legible and can be understood by the reader.	2
The email is mostly legible, but and has some difficulties being understood by the reader.	1
The email is illegible and cannot be understood by the reader.	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.	1
The email ignore the length constraints and doesn't concisely deal with the provided topic at hand.	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
The email is written in a way that it doesn't consider the audience.	0

Understanding	Mark
The email demonstrates a clear understanding of the content presented	2
The email demonstrates a moderate understanding of the content presented	1
The email demonstrates a lack of understanding of the content presented	0

Total Mark (out of 10)	
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