

SD-160 Email #5

Student:

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

Sentence Structure	Mark
	5
	4
Sentences are clear, and moves the reader along fluidly from beginning to end	3
	2
	1

Paragraphs	Mark
	5
	4
Paragraphs have clearly stated topic sentence, are unified, complete and cohesive	3
	2
	1

Focus	Mark
	5
	4
The email focuses on the subject provided in class, which is clearly defined in both the subject line and the email content.	3
	2
	1

Conciseness	Mark
	5
	4
The email narrowly deals with the subject matter provided, efficiently using the length to convey the desired information, and remaining within the given constraints.	3
	2
	1

Audience/Tone	Mark
	5
	4
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.	3
	2
	1

Total Mark	30
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