

SD-160 Technical Writing - Email #3

Student:

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

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

Sentence Structure	Mark
Sentences are clear, and moves the reader along fluidly from beginning to end	5
	4
Sentences are partially correct in sections of the email, allowing for some flow	3
	2
Sentences structure is choppy and fragmented, with run-ons and splices.	1

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

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.	5
	4
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.	3
	2
The email ignore the length constraints and doesn't concisely deal with the provided topic at hand and includes too many irrelevant details.	1

Understanding	Mark
The email demonstrates a clear understanding of the content presented	5
	4
The email demonstrates a moderate understanding of the content presented	3
	2
The email demonstrates a lack of understanding of the content presented	1

Total Mark	
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