**Email writing skills evaluation grid**

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| --- | --- |
| **7 Cs check CHHAIYA** | |
| **Consideration** – *The email is respectful and considers the recipient’s needs and interests.* | 5/5 |
| **Conciseness** – *The email is clear and concise, without any unnecessary information.* | 10/10 |
| **Concreteness** – *The email is specific and provides concrete details.* | 5/5 |
| **Courtesy** – *The email is polite and professional.* | 14/15 |
| **Clarity** – *The email is easy to understand and follow.* | 10/10 |
| **Correctness** – *The email is free of grammatical errors and typos.* | 4/5 |
| **Completeness** – *The email includes all of the necessary information:* | |
| * *The student introduces him/herself* | 5/5 |
| * *Presentation of the interview project* | 13/15 |
| * *Details about the interview: online/face-to-face, duration etc.* | 5/5 |
| * *Deadline to answers* | 5/5 |
| * *Conclusion* | 5/5 |
| **The Subject line** | |
| Is **clear** and **concise**. | 5/5 |
| Is **specific**. | 5/5 |
| **The recipients** | |
| The **alumni** is the **main recipient** and your **PL trainer** is **in CC**. | 5/5 |
| **Total** | **97/100** |

Name: Liep  
Class C