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# Letter-Writing : Email Etiquette

Teacher Name: **Ms. Abercrombie**

Student Name:   _____

| CATEGORY | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| **Salutation and Closing** | Salutation and closing have no errors in capitalization and punctuation. | Salutation and closing have 1-2 errors in capitalization and punctuation. | Salutation and closing have 3 or more errors in capitalization and punctuation. | Salutation and/or closing are missing. |
| **Grammar & spelling (conventions)** | Writer makes no errors in grammar or spelling. | Writer makes 1-2 errors in grammar and/or spelling. | Writer makes 3-4 errors in grammar and/or spelling | Writer makes more than 4 errors in grammar and/or spelling. |
| **Ideas** | Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about. | Ideas were expressed in a pretty clear manner, but the organization could have been better. | Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about. | The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about. |
| **Format** | Complies with all the requirements for a friendly letter. Includes a clear, specific , accurate subject line and is cc'd to teacher. | Complies with almost all the requirements for a friendly letter. Subject line is a bit unclear or inaccurate. Cc'd to teacher. | Complies with several of the requirements for a friendly letter. Includes an unclear/inaccurate subject line. Cc'd to teacher. | Complies with less than 75% of the requirements for a friendly letter. Lacks a subject line. Cc'd to teacher. |
| **Capitalization and Punctuation** | Writer makes no errors in capitalization and punctuation. | Writer makes 1-2 errors in capitalization and punctuation. | Writer makes 3-4 errors in capitalization and punctuation. | Writer makes more than 4 errors in capitalization and punctuation. |
| **- Please Choose -** | undefined | undefined | undefined | undefined |

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