

RUBRICS FOR MARKING MEMO and EMAIL

Criteria	5	4	3	2	1	0
Points						
Elements	All the required elements are done correctly.	One element is lacking or not done correctly.	Two elements are lacking or not done correctly.	Three elements are lacking or not done correctly.	More than three elements are lacking or not done correctly.	The formatting of the entire document is incorrect.
Subject line	Subject is specific, concise, and grammatical	Subject is specific and concise, but not grammatical.	Subject is not specific and concise.	There is a subject but is slightly off-topic.	There is a subject but it is off-topic.	There is no subject.
Introduction	The opening paragraph is well-written.	The opening paragraph is well written but with 1-3 mistakes in thought, punctuation, or grammar.	The opening paragraph has more than 3 mistakes in thought, punctuation, or grammar.	The opening paragraph is acceptable but needs to be heavily revised.	The opening paragraph is off-topic and/or needs to be completely recast and rewritten.	There is no opening paragraph.
Body	The body is well-written and organized.	The body is well-written but has minor grammatical, punctuation, and formatting errors.	The body is written satisfactorily but has minor grammatical, punctuation, and formatting errors.	The body is written satisfactorily but there are glaring grammatical and punctuation errors.	The body is written satisfactorily but contains unnecessary discussions/sentences.	The body is off-topic and needs to be completely rewritten.
Closing	The closing paragraph is well-written, has no errors in grammar and punctuation, and includes a call to action.	The closing paragraph is well-written and includes a call to action, but has errors in grammar and punctuation.	The closing paragraph is written satisfactorily and includes a call to action, but contains errors in grammar and punctuation.	The closing paragraph is well-written and has minor errors in grammar and punctuation, but does not include a call to action.	The closing paragraph needs to be rewritten.	There is no closing paragraph.
Attachment (for email only)	There is an attachment and contents may be referenced in the letter.	There is an attachment but its contents cannot be referenced in the letter.				There is no attachment.
Overall Evaluation	This memo/email may be sent as written.					This memo/email may not be sent as written.