

38 AN ANALYTIC RUBRIC: WRITING AN E-MAIL

	Well done	Good	Needs improvement
Topic and organization of e-mail	The e-mail fully corresponds to the agreed topic and no elements are missing.	The e-mail mainly corresponds to the agreed topic but some elements are missing.	The e-mail needs to be better connected to the topic, some elements of the text are missing.
Vocabulary	A wide vocabulary relevant to the topic is used correctly or with 1-2 minor errors.	A wide vocabulary relevant to the topic is used with 3-4 errors and/or repetitions.	A limited vocabulary relevant to the topic is used with 5-6 errors and/or repetitions
Grammar	Various grammatical structures are used correctly or with 1-2 minor errors.	Various grammatical structures are used mainly correctly. There are 3-4 errors.	Basic grammatical structures are used mostly in the correct manner. There are a few errors.
Spelling and punctuation	Spelling and punctuation are correct or with 1-2 minor errors.	There are 3-4 errors in spelling and/or punctuation.	There are 5-6 errors in spelling and/or punctuation.



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Spelling and punctuation	Spelling and punctuation are correct or with 1-2 minor errors.	There are 3-4 errors in spelling and/or punctuation.	There are 5-6 errors in spelling and/or punctuation.