**Writing an Effective Business Email Assignment**

Task: Write a fictional business email to a teacher, employer or community member and send it to me. It may be helpful to review the video or website resources I used in the lesson which can be found on my teacher page. Use the assessment rubric (see below) we created together in class to make sure you meet all the criteria.

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| --- | --- | --- | --- | --- | --- |
| **Criteria (or Standard)** | **1** | **2** | **3** | **4** | **Feedback/Suggestions** |
| Contains a subject line that is specific.  Contains an appropriate greeting and signature. |  |  |  |  |  |
| Body information is clear and concise – to the point/direct  Ideas are chunked and spacing is appropriate.  Contact information and requests are included if needed. |  |  |  |  |  |
| Appropriate tone – fairly formal and polite  Appropriate language – no slang or emojis |  |  |  |  |  |
| Grammar and spelling are correct. |  |  |  |  |  |
|  |  |  |  |  |  |

**1** = standard not met; **2** = standard partially met; **3** = standard met; **4** = exceeds expectations