



STUDYDADDY

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Name: **ENG315 Week 2 Assignment 1: Professional Email Message**

Description: **ENG315 Week 2 Assignment 1: Professional Email Message**

Grid View

List View

	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B
1. Submission meets the content requirements outlined in assignment details.	<p>0 (0%) - 17.97 (17.97%)</p> <p>Submission content missing multiple required elements, has multiple issues with development of content, or does not relate to the stated requirements.</p>	<p>18 (18%) - 20.97 (20.97%)</p> <p>Submission missing at least one noted content requirement and has multiple issues with development of provided content items.</p>	<p>21 (21%) - 23.97 (23.97%)</p> <p>Submission is missing at least one requirement or has specific development issues with provided content items.</p>	<p>24 (24%) - 26.97 (26.97%)</p> <p>Submission includes all stated requirements and most are well developed.</p>
2. Assignment meets the format requirements outlined in assignment details.	<p>0 (0%) - 14.98 (14.97%)</p> <p>Assignment makes little or no attempt to meet the stated format requirements.</p>	<p>15 (15%) - 17.48 (17.47%)</p> <p>Assignment is missing at least two format requirements (or there are major errors as noted in comments).</p>	<p>17.5 (17.5%) - 19.98 (19.98%)</p> <p>Assignment is missing at least one format requirement and/or has 4-5 minor errors.</p>	<p>20 (20%) - 22.48 (22.48%)</p> <p>Assignment includes all stated format requirements and has 2-3 minor errors.</p>
3. Audience, Purpose, and Overall Effectiveness of the Professional Email Message.	<p>0 (0%) - 17.97 (17.97%)</p> <p>The message is not properly targeted, the purpose is unclear, and/or the message is</p>	<p>18 (18%) - 20.97 (20.97%)</p> <p>The professional email has major errors in at least two of the areas (Audience,</p>	<p>21 (21%) - 23.97 (23.97%)</p> <p>The professional email has a major error in at least one of the areas (Audience,</p>	<p>24 (24%) - 26.97 (26.97%)</p> <p>The professional email mostly addresses the proper audience,</p>

				effective.
4. Clarity, writing mechanics, professional language/style requirements.	0 (0%) - 8.99 (8.99%) More than 8 errors present.	9 (9%) - 10.49 (10.49%) 7-8 errors present.	10.5 (10.5%) - 11.99 (11.99%) 5-6 errors present.	12 (12%) - 13.49 (13.49%) 3-4 errors present.

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