

E-MAIL ASSIGNMENT

1. Write your teacher an email to request a copy of the next assignment.
2. Create a Birthday invitation using Word or Publisher. E-mail your teacher and Carbon Copy two other classmates and include your invitation as an attachment (send as a copy and not a link).
3. Write your teacher an e-mail to remind them to update the class web site. Your e-mail must include a signature.
4. Answer the following questions in an e-mail to your teacher. Assume that your email is a response to a previous request made.
 - a. What can you use an auto response for?
 - b. Why is it important to set aside time to check e-mails instead of continuously checking your e-mail throughout the day?
 - c. What are filters? Provide an example of how you would use a filter.



**Remember to follow proper e-mail etiquette and business rules.
Refer to the assignment rubric for more details.**

EMAIL ASSIGNMENT - RUBRIC

	Exemplary (4)	Commendable (3)	Developing (2)	Beginning (1)	No Attempt (0)	Weight	Points Earned
EMAIL 1: Request a Copy of Next Assignment							
Subject Line	Subject line has no grammatical, spelling or punctuation errors and accurately describes message contents. It is clear and to the point. Contains action word.	Subject line has no grammatical, spelling or punctuation errors and somewhat describes message contents. Does not contain action word.	Subject line has no grammatical, spelling or punctuation errors and but does not accurately describe the message contents. Contains Action word.	Subject line has grammatical, spelling or punctuation errors and does not describe the message contents. . Does not contain action word.		x1	
Greeting	Includes a proper greeting with no errors.	X	Includes a greeting but has errors.	X		X1	
Email Content	Message was presented in a clear and organized fashion. Message contains no grammatical, spelling or punctuation errors.	Message was presented in a clear and organized fashion. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains more than two grammatical, spelling or punctuation errors.		X1	
Closing	Includes a proper closing with no errors.	X	Includes a closing but has errors.	X		X1	
EMAIL 2: Birthday Invitation Attachment with a CC to Two Friends							
Subject Line	Subject line has no grammatical, spelling or punctuation errors and accurately describes message contents. It is clear and to the point. Contains action word.	Subject line has no grammatical, spelling or punctuation errors and somewhat describes message contents. Does not contain action word.	Subject line has no grammatical, spelling or punctuation errors and but does not accurately describe the message contents. Contains action word.	Subject line has grammatical, spelling or punctuation errors and does not describe the message contents. Does not contain action word.		x1	
Greeting	Includes a proper greeting with no errors.	X	Includes a greeting but has errors.	X		X1	
Email Content	Message was presented in a clear and organized fashion. Message contains no grammatical, spelling or punctuation errors.	Message was presented in a clear and organized fashion. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains more than two grammatical, spelling or punctuation errors.		X1	
Closing	Includes a proper closing with no errors.	X	Includes a closing but has errors.	X		X1	
Attachment	Includes attachment. Content of the attachment has no errors and conveys a clear message of an invite to a birthday party.	X	Includes attachment. Content of the attachment has some errors and conveys a message of an invite to a birthday party.	X		X2	
Carbon Copy	Includes a CC to two friends.	X	X	X		X1	

EMAIL 3: Reminder to Update Class Web Site							
Subject Line	Subject line has no grammatical, spelling or punctuation errors and accurately describes message contents. It is clear and to the point. Contains action word.	Subject line has no grammatical, spelling or punctuation errors and somewhat describes message contents. Does not contain action word.	Subject line has no grammatical, spelling or punctuation errors and but does not accurately describe the message contents. Contains action word.	Subject line has grammatical, spelling or punctuation errors and does not describe the message contents. Does not contain action word.		x1	
Greeting	Includes a proper greeting with no errors.	X	Includes a greeting but has errors.	X		X1	
Email Content	Message was presented in a clear and organized fashion. Message contains no grammatical, spelling or punctuation errors.	Message was presented in a clear and organized fashion. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains more than two grammatical, spelling or punctuation errors.		X1	
Closing	Includes a proper closing with no errors.	X	Includes a closing but has errors.	X		X1	
Signature	Includes an appropriate email signature with no errors.	X	Includes a signature but has errors.	X		X1	
EMAIL 4: Answers to Questions							
Subject Line	Subject line has no grammatical, spelling or punctuation errors and accurately describes message contents. It is clear and to the point. Contains action word.	Subject line has no grammatical, spelling or punctuation errors and somewhat describes message contents. Does not contain action word.	Subject line has no grammatical, spelling or punctuation errors and but does not accurately describe the message contents. Contains action word.	Subject line has grammatical, spelling or punctuation errors and does not describe the message contents. Does not contain action word.		x1	
Greeting	Includes a proper greeting with no errors.	X	Includes a greeting but has errors.	X		X1	
Email Content	Message was presented in a clear and organized fashion. Message contains no grammatical, spelling or punctuation errors.	Message was presented in a clear and organized fashion. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains one to two grammatical, spelling or punctuation errors.	Message was somewhat organized, but was not very clear. Message contains more than two grammatical, spelling or punctuation errors.		X1	
Closing	Includes a proper closing with no errors.	X	Includes a closing but has errors.	X		X1	
Questions	All questions answered accurately.	X	Two questions answered accurately	One question answered accurately.		X2	
Total						/88	
Percent						/100	