

Required Element	Yes	No
<b>OPENING</b>		
Is there an appropriate, formal greeting?		
Does the response include a sentence to thank the person for the email?		
Is there a personal statement/explanation of why this topic is important to the writer?		
<b>BODY: Question #1</b>		
Does the response answer question #1?		
Is there enough detail? (Not just yes/no response)		
<b>BODY: Question #2</b>		
Does the response answer question #2?		
Is there enough detail? (Not just yes/no response)		
<b>BODY: Request for more information</b>		
Is there a transition/introduction to the request for more information?		
Is there a question asking for more information about something in the original message?		
Is the question answered in the original message?		
<b>CLOSING</b>		
Is there a formal closing to the message? (I hope my responses...)		
Is the message appropriately signed and formal?		

+ Positive Aspects of Response	Δ Suggestions for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> The email is clearly formal and respectful.</li> <li><input type="checkbox"/> The response is organized.</li> <li><input type="checkbox"/> The intended message is clear and comprehensible.</li> <li><input type="checkbox"/> The responses to the questions asked are detailed.</li> <li><input type="checkbox"/> There is a variety of vocabulary.</li> <li><input type="checkbox"/> The language of the message is accurate and controlled with few errors.</li> <li><input type="checkbox"/> There are a variety of sentences: simple, compound, and complex.</li> <li><input type="checkbox"/> The request for more information is detailed and appropriate.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> There are examples of inappropriate/informal language.</li> <li><input type="checkbox"/> The message is disorganized.</li> <li><input type="checkbox"/> The intended message is unclear and/or confusing to the reader.</li> <li><input type="checkbox"/> The responses to the questions asked are incomplete and/or basic.</li> <li><input type="checkbox"/> The vocabulary is repetitive and/or limited.</li> <li><input type="checkbox"/> The language of the message is inaccurate and lacks control with several errors.</li> <li><input type="checkbox"/> There are mostly simple sentences and/or a few compound sentences.</li> <li><input type="checkbox"/> The request for more information lacks details and/or inappropriate.</li> </ul>

**Personal Reflection**

I (agree / disagree) with my partner's comments because...

2 Stars	1 Wish
Complete 2.	Complete 1.
I like the way you...	I didn't understand...
You did an excellent job of...	I think it would be clearer if...
I thought it was very effective when you...	

**Personal Reflection**

For my next email response, I will continue to... (what you did well)

For my next email response, I will concentrate on... (what you can improve upon)

**What is your action plan to improve it?**

- Use a greater variety of vocabulary and/or use words I learned outside of class
- Include compound sentences by using words like *and*, *but*, *however*, *including*, *etc.*
- Include complex sentences by using the subjunctive
- Extend my responses with additional details
- Other \_\_\_\_\_

	5	4	3	2	1
<b>Appropriate Task</b>	Clearly	Generally	Somewhat	Minimally	Inappropriate
<b>Required information</b>	Yes, with frequent elaboration	Yes, with some elaboration	Yes	Some	Little or none
<b>Comprehensibility</b>	Fully understandable, with ease and clarity of expression; occasional errors do not impede	Fully understandable, with some errors that do not impede comprehensibility	Generally understandable, with errors that may impede comprehensibility	Partially understandable, with errors that force interpretation and cause confusion for the reader	Barely understandable, with frequent or significant errors that impede comprehensibility
<b>Vocabulary</b>	Varied and appropriate, uses idiomatic language	Varied and generally appropriate	Appropriate, but basic	Limited	Very few; none
<b>Usage</b>	Accuracy and variety, few errors	General control	Some control	Limited control	Little or no control
<b>Register</b>	Mostly consistent, appropriate for formal correspondence	Generally consistent, occasional shifts	Inappropriate, several shifts	Generally inappropriate	Minimal or no attention to register
<b>Sentence Structure</b>	Variety of simple, & compound; some complex	Simple, compound, and a few complex	Simple and a few compound	Simple sentences and phrases	Very simple sentences or fragments

Were you successful in accomplishing your action plan from the last email?

- **If you were successful, please explain why here. What new skills did you demonstrate?**

- **If you were not successful, please explain why not here. What skills do you still need to work on to reach the next level?**