**Email Communication Grading Sheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project: \_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Score: \_\_\_\_\_\_/\_\_\_\_\_\_

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| **Evaluation Criteria** | **Score and Comments** |
| Written comments are concise. (5-6 sentences should be more than enough. Fewer sentence may do.)  The purpose of the email is clearly understood.  The meaning of each statement is clear. The reader does not have to interpret the meaning or rely upon previous knowledge.  Proper paragraph structure is followed, and the text flows well.  The text in the email leads to easy interpretation of the attached files.  The attached file contains the tables, figures, data, and annotations needed for proper interpretation.  The figures/tables are properly formatted and easy to understand.  The email is effective; it accomplishes its purpose.  There are no grammar/spelling problems or typos. (-1 for each instance) |  |