Formal E-Mail Letter
Performance Inventory
Prof. Bauer-Ramazani

Name _____   Assignment: _____

Primary Traits	Performance Scale				
1. CONTENT: o States the purpose of the letter	1	2	3	4	5
o Gives sufficient supporting information about the **who, when, where**	1	2	3	4	5
2. TEXT FORM (E-Mail): o E-Mail header is complete and clear: To, From, Subject.	1	2	3	4	5
o Includes all necessary components: greeting, purpose, body, complimentary close, signature	1	2	3	4	5
o Uses appropriate E-mail format for paragraphs, spacing, and punctuation	1	2	3	4	5
3. WRITING: o Uses appropriate paragraph organization (topic sentence, supporting information)	1	2	3	4	5
o Uses transitions and cohesive devices appropriately	1	2	3	4	5
o Uses appropriate word choice and word form	1	2	3	4	5
o Uses appropriate sentence grammar	1	2	3	4	5
o Uses appropriate sentence punctuation, capitalization, and spelling	1	2	3	4	5

Score: _____/50 = _____

Performance Rubric/Legend

1	Does not use target trait, or writing is illegible or incomprehensible
2	Use of trait is at a functional level, sometimes appropriate use but often not, and lack of control interferes with communication
3	Use of trait is at a developmental level, inconsistent appropriate use of trait and level of control sometimes interferes with communication
4	Few major misuses of trait that rarely interfere with communication but not yet at a fluent level of control
5	Automatic level of performance: few misuses of trait; fluent level of control: meets standard