Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Day & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_

**Introduction Email**

**Type an "email" in which you briefly introduce yourself (at least 250 words).** Rather than sending your assignment as an email, however, simply type it, print it, and turn it in along with this scoring sheet.

Tell me anything you’d like me to know about you (your major, family, hobbies, goals, interests, etc.). Include any questions you may have about me or the class.

***Emails that do not meet the word requirement or are missing this scoring sheet will not be accepted.* Review the grading criteria below in order to ensure that your assignment receives full credit.**

|  |  |  |
| --- | --- | --- |
|  | **Points Possible** | **Points****Earned** |
| Includes an **appropriate greeting** and **closing** as well as **correct formatting.** (See format below. Please double space.) | **3** |  |
| Includes appropriate **identifying information** (name, class, day and time) | **3** |  |
| Includes an **appropriate subject line** | **1** |  |
| Uses **academic language**, **complete sentences,** and **appropriate content (250 words minimum)** | **9** |  |
| Uses **correct grammar, spelling, and punctuation** | **4** |  |
| **Total** | **20** |  |

**Format for a Professional Email**

Subject: XXXXXXXXX

Greeting,

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Closing,

Your Name