Email Exchange Assignment Rubric

	Advanced	Proficient	Basic	Emerging
Content	All parts of proficient components PLUS: extra details that make the email feel more realistic an explanation of how the person discovered the family member facts about grave adoption in the Netherlands.	All required components have been included: introduction explanation of the Dutch in WWII reasons for grave adoption request for an interview	Missing one component of the email: introduction explanation of the Dutch in WWII reasons for grave adoption request for an interview	Missing more than one component of the email: introduction explanation of the Dutch in WWII reasons for grave adoption request for an interview
Supporting Examples/ details	More than five supporting examples or details from the notes. All details are accurate and fully explained.	Five supporting examples or details from the notes. All details are accurate and fully explained.	Four supporting examples or details from the notes. All details are accurate, but may not be fully explained OR Four or five supporting examples are included, but one or two of the details are inaccurate and/or not fully explained.	Fewer than four supporting examples or details from the notes. OR More than two of the details may not be accurate or fully explained. OR None of the examples or details are underlined in the email.
Organization	Information is very organized with well-constructed paragraphs.	Information is organized with well-constructed paragraphs.	Information is organized, but the paragraph is not well-constructed.	The information is disorganized.
Tone	The tone is very appropriate to a situation in which you are writing to a family member of the deceased.	The tone is appropriate to a situation in which you are writing to a family member of the deceased.	The tone is somewhat appropriate to a situation in which you are writing to a family member of the deceased.	The tone is not correct for someone who is writing to a family member of the deceased.
Mechanics	No grammar, spelling, or punctuation errors.	Almost no grammar, spelling, or punctuation errors.	Few grammar, spelling, or punctuation errors.	Many grammar, spelling, or punctuation errors.