

Name \_\_\_\_\_

## E-Mail Replies Rubric

### Student Involvement

1. Demonstrates engagement, interest, and effort in looking at and talking about the message examples.

Strong evidence

Some evidence

Little evidence

### Oral Participation

1. Contributions to group discussion and one-on-one interactions about different messages demonstrate:
  - Understanding of whether a message demands a reply
  - Understanding of how to best reply to a message to make the reply efficient and understandable
  - Awareness of how using the reply function auto-formats the reply's sender, recipient, subject and context (the original message)
  - Understanding of what miscommunication can happen if the original message is not included with a reply
  - Understanding of how the subject can contextualize an otherwise obscure reply
  - Recognition of how the "reply to all" function creates a sort of discussion

Strong evidence

Some evidence

Little evidence

### Student Writing

1. E-mail replies demonstrate
  - Ability to use "reply" and "reply to all" functions successfully
  - Ability to change

Strong evidence

Some evidence

Little evidence