

Rubric Detail

A rubric lists grading criteria that instructors use to evaluate student work. Your instructor linked a rubric to this item and made it available to you. Select **Grid View** or **List View** to change the rubric's layout.

Name: **Meeting Email**

Exit

Grid View

List View

	Present	Partially Present	Not Present
Contains informative subject line	2 (10.00%)	1 (5.00%)	0 (0.00%)
Gives complete details of meeting date, time, place, and length	2 (10.00%)	1 (5.00%)	0 (0.00%)
Explains purpose of meeting	2 (10.00%)	1 (5.00%)	0 (0.00%)
Makes specific request as to what committee members are to do and when	2 (10.00%)	1 (5.00%)	0 (0.00%)
Offers everyone a chance to participate even if they cannot attend in person	2 (10.00%)	1 (5.00%)	0 (0.00%)
Invites questions ahead of time	2 (10.00%)	1 (5.00%)	0 (0.00%)
Closes with an appropriate tone	2 (10.00%)	1 (5.00%)	0 (0.00%)
Provides alternative contact	2 (10.00%)	1 (5.00%)	0 (0.00%)

options			
Uses an audience-centered approach throughout ("you-attitude")	2 (10.00%)	1 (5.00%)	0 (0.00%)
Contains no or only a few insignificant grammar, punctuation, or spelling errors	2 (10.00%)	1 (5.00%)	0 (0.00%)

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Exit