**Professional email: Summer Programs Letter of Recommendation Request to Teacher**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Element** | **Criteria for Success** | **1** | **2** | **3** | **4** | **Weight** |
| Formatting & Convention | **44. Professional email address** | Email is sent from a professional email address (example: johangeles2020@afscholars.org). |  |  |  |  | **X1** |
| **45. Professional subject line** | The email includes a succinct subject line comprised of 7 words or fewer that clearly informs the recipient of the topic or nature of the message (example: “Clarification regarding my history grade”). |  |  |  |  | **X1** |
| **46. Professional salutation** | The email begins with a properly formatted professional salutation (“Dear Mr. Adler,”). There is a paragraph line skipped between the salutation and the first body paragraph. (“Hey Mr. H” is not a professional salutation.) |  |  |  |  | **X1** |
| **47. Professional sign-off & email signature** | The email includes a professional sign-off followed by a comma, a paragraph line skip, and then an email signature. (“My best,” “Thank you,” “Sincerely,” and “Regards,” are all good examples of professional sign-offs. |  |  |  |  | **X1** |
| Punctuation & Grammar | **48. Punctuation** | The email is carefully polished with strong, accurate, standard American English punctuation throughout. There is a comma after the recipient’s name in the salutation. |  |  |  |  | **X1** |
| **49. Capitalization & spelling** | The email utilizes appropriate capitalization throughout, just as a formal expository essay would. Accurate spelling is employed throughout the email. |  |  |  |  | **X1** |
| **50. Sentence fluency** | The email is comprised of clear, succinct sentences that read idiomatically and conform to the conventions of standard American English. |  |  |  |  | **X1** |
| Tone & Impact | **51. Choice of diction** | The email employs strong, appropriate word choice that contributes to positive, constructive, respectful, and clear tone. |  |  |  |  | **X3** |
| **52. Clarity at paragraph level** | The email is organized, comprised of neatly structured paragraphs and/or employing bullet points or tables as necessary to ensure clarity and simplicity. |  |  |  |  | **X3** |
| **53. Purpose conveyed through tone** | The purpose of the email and any required response or next steps are clearly named. (Any deadlines are included so that the recipient can clearly judge the urgency of responding.) The tone of the email is such that the request or communication builds the sender’s bank account with the recipient |  |  |  |  | **X3** |

1 = Email does not meet criteria for success 2 = Email meets part of criteria for success

3 = Email meets criteria for success 4 = Email goes above and beyond the criteria for success