Rubric: Professional Email and Summary Document on Internet Safety

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
Subject Line	Clear, relevant, and specific (e.g., "Internet Safety Assignment")	Mostly clear and relevant	Vague or somewhat off-topic	Missing or irrelevant
Greeting and Closing	Properly formatted, respectful, and appropriate for a teacher	Appropriate, but slightly informal	Missing either greeting or closing	Missing both greeting and closing
Email Body: Content	Clearly explains what was learned, includes a relevant real-life example, and provides a useful safety tip	Includes all components but lacks clarity or detail	Missing one component or lacks clarity in explanation	Lacks detail or missing two or more required elements
Attachment: Document Structure	Well-organized with title, name, date, and a clear summary paragraph	Organized with most components; minor errors	Lacks structure or missing 1–2 required elements	Poorly structured or missing multiple required elements
Attachment: Content Quality	Demonstrates understanding of internet safety; includes one or more relevant visuals (image/chart/diagram)	Shows understanding with a relevant visual	Content is basic; visual is missing or unclear	Content is weak; no visual included
Technical Accuracy	No spelling or grammar errors; proper formatting used throughout	Few errors; formatting mostly consistent	Several errors or inconsistent formatting	Many errors and poor formatting

Total: 24

Scoring Guide

• 24–22 points: Outstanding – Meets all expectations at a high level

• 21–18 points: Proficient – Good overall, with minor areas for improvement

• 17–14 points: Basic – Meets minimum expectations but lacks depth or polish

• Below 14 points: Needs Improvement – Key components are missing or incomplete