Rubric for writing a formal email

50 puntos.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 | 3 | 5 |
| To whom writing to |  |  | Estimado/estimada |
| Beginning of the email |  |  | Muchas gracias …. |
| Why you are writing |  |  |  |
| Task 1  On the prompt |  |  |  |
| Task 2  On the prompt |  |  |  |
| Other tasks  On the prompt |  |  |  |
| Ending the pragaraph |  |  |  |
| Despedida and your name |  |  | Atentamente  cordialmente |
| Spell checked  Throughout |  |  |  |
| Use of Usted (formal) throughout |  |  |  |

Comentario: