**Evaluation: Job Application Email Name:**

**Writing Grade**

**\_\_ 30 32.5 35 37.5 40 Structure**

**\_\_ 30 32.5 35 37.5 40 Language**

**12 14 16 18 20 Form: Format, Grammar, Punctuation, Usage,**

**XX Total**

**Writing Strengths**

Blue represents effective writing

Much effort

**Structure**

Clear and precise title

First paragraph clearly orients us to purpose

Middle fashions a strong argument

Assertions of each middle paragraph backed up with cogent evidence

Resume referred to within email

Concluding paragraph provides closure

**Language**

Nice balance of *I* and *you*

Clarity: You follow the principle of “one idea, one sentence”

Clarity: Language is as simple as possible, yet no simpler

Connections: Good use of transition words

Connections: Variety of sentence openers: dependent clause, prepositional phrase, infinitive phrase

Professional tone throughout

**Form (Format, Grammar, Punctuation, Usage)**

Professional format—template followed

Overall clean grammar, punctuation, and usage

**Writing Opportunities for Improvement**

Red type indicates a problem; green type indicates a suggestion

**Structure**

Title missing purpose: “Request for…”

Title contains a noun string that should be broken up

First paragraph does not state purpose of email

Unsupported assertion

More depth needed

Resume not referred to in the main text

Conclusion abrupt

**Language**

Too much *I* and not enough *you*

Exaggeration:

Ambiguity: Missing comma after introductory phrase or clause

Ambiguous use of standalone “this”

Imprecise word choice

Needless complexity: pretentious words, needless symbols, slash

Informal writing: avoid contractions, *get*, or *a lot*

Tonal error: Too pushy

Too many sentences begin with the subject: You need more sophisticated sentence openers to make better connections between your ideas.

**Form (Format, Grammar, Punctuation, Usage)**

Run-on sentence: You cannot join two sentences with simply a comma—you need a period, semicolon, or a conjunction (*and, but, or*)

Wrong word: *affect↔effect, anxious↔eager, its↔it’s*

Capitalization error in subject line—inconsistent capitalization

Missing line skip between “Sincerely” and your name

Remove single comma between subject and verb

Verb tense errors

Other grammar error:

Other punctuation error:

Other usage error:

Small things as marked