Name: *Eng II Homework* Due Friday, November 30

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| **Directions**: Send Ms. James an email ([kjames@hssd.k12.ms.us](mailto:kjames@hssd.k12.ms.us)) to inform her about a topic you would like to read about in class. The email must use at least **five** words from bellringer vocabulary; they can be any five words from the 2nd 9 Week. This assignment should be in the body of an email; an email is not a Google Document. |

**Informational Email Rubric**

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| **Task** | **Points Earned** | **Points Possible** |
| The subject line is concise and includes the student’s name and assignment |  | 10 |
| The email has a salutation (greeting) that identifies the student |  | 5 |
| The email utilizes a professional tone appropriate to written communication |  | 10 |
| The email informs the teacher about a new topic in 3-5 sentences |  | 20 |
| The email includes why the teacher might be interested in learning more |  | 5 |
| The email includes a link to a credible source for the teacher to learn more |  | 5 |
| The email is signed |  | 5 |
| The email utilizes *at least* five bellringer vocabulary words; words are underlined. |  | 10 |
|  |  | 70 |

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