Pen Pal / Email
Grade Sheet (60 pts.)

Students will email other students to learn what life is like in this other part of the world. All emails are done through Epals.com, a secure email service designed to link young students. Students have been provided with access codes. All students have been supplied with a Sample Question Sheet. Students are to meet the following quality standards in their emails.

1. At least 5 questions about the Pen Pal and where they live. *(See model email below.).*
2. At least 5 sentences sharing your life. *(See model email below.).*
3. There shall be no typographical errors.
4. There shall be no grammatical errors.
5. All correspondence shall have correct punctuation.
6. All correspondence shall begin with a salutation, such as, Hello "Pen Pal's Name",
7. All correspondence shall end with another salutation and your name.
8. You must place: 1.your name and 2. the color of the class (green, blue or black) somewhere in the "Subject" line of the email, so that I can give you credit.
9. Copy Mr. Harrington on all correspondence (cc.): jharrington@epals.com
Note: Mr. Harrington is willing to review your email prior to you sending it.

When Mr. Harrington receives the email, he will review it to see if it meets all the quality standards stated above. If it does, the student will receive full credit – no partial credit will be given.

All emails must be sent between the dates stated below and midnight of the day it is due. Eg: the 1st email has to be sent by midnight on the 8th; the 2nd email has to be sent between the 9th and midnight on the 11th.

May 8th	10pts.		May 18th	10pts.
May 11th	10pts.		May 22nd	10pts.
May 15t	10pts.		May 25th	10pts.

Model Email