

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 15^t	10pts.		May 25th	10pts.

Model Email

My Mail
Monitored Mail
Help

My Inbox

Compose

Folders

Addresses

Signature

Spam Control

To: PenPal's Email Address

Cc: jharrington@epals.com

Bcc:

Subject: Hello PenPal_ John Harrington Green

Attachments
Save Draft
Cancel
Send

Copy outgoing messages to my Sent Items folder

Hello Pen Pal,

1.Where do you live? I live in St. Helena California. We are a small town of 5000 people, about an hour north of San Francisco. It is an agricultural area producing world class wines.

2.How big is your family? I have 7 siblings: 5 sisters and two brothers. I am the fourth child, three girls than me.

3.What are your hobbies? Biking! I enjoy the peace of going for long rides in the country.

4.Do you play sports, and if so which one? My passion is soccer. I have been playing it my entire life. Although I like all positions, I am best as a defender.

5.Do you have any pets? We just got a dog name Zoe, a black lab/border collie mix. She is very friendly, but needs to mature.

Talk to you soon,
John