Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Writing Progress Check**

**Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 4: Writing Progress Check** | | | | |
|  Topic: Workplace communication   Task: Write a formal workplace email | | | | **Name:**    **Date:** |
|  | **All** | **Some** | **None** | **What can you do better next time?** |
| You started the email with  a suitable salutation. |  |  |  |  |
| You opened the email on  a positive note. |  |  |  |  |
| You apologized and thanked the customer for the feedback. |  |  |  |  |
| You informed the  customer of changes or action taken. |  |  |  |  |
| You ended the email with  a positive message. |  |  |  |  |
| You ended the email with an appropriate closing. |  |  |  |  |
| You used the appropriate  level of formality throughout by avoiding slang and contractions. |  |  |  |  |
| You used accurate  punctuation and capitalization. |  |  |  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



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