

# FRAYER MODEL

## What Is a Community Clinic?

**Definition**

**Characteristics**

**TERM**

**Examples**

**Non-Examples**



RESOURCE

2

Knowledge Builder

FORMAL EMAIL

What Is a Community Clinic?


The **address line** includes the email address of the person receiving the email.

The **subject line** is the first thing the person receiving the email sees. It should reflect the content of the email.

In the **greeting**, include the name of the person you're writing, followed by a colon.

The **body** of the email contains the message you'd like to send to the recipient.

The **closing** and **signature** are the last parts of the email. Formal emails require a formal closing, such as *Sincerely*. Type your name on the signature line.

 Send:	To:	<input type="checkbox"/> <b>srepresentative@usa.gov</b>
	Cc:	
	Bcc:	
	Subject <b>Save our national parks</b>	

Dear Mr. Young:

Recently I heard on the news that our leaders are considering making cuts to the budget of our national parks. This is a mistake. Our national parks provide many important services to our citizens. Many families choose to visit national parks for both fun and for education. Our national parks protect valuable resources for our community, such as natural springs and lakes. Additionally, many animals depend on the protection they get from national parks for their safety. I urge you to vote against cutting the budget of this important program.

Sincerely,  
 Ramona Student



# FORMAL EMAIL

## What Is a Community Clinic?



Send:

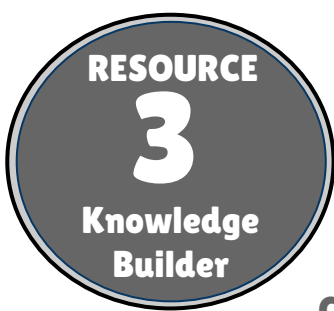
To:

Cc:

Bcc:

Subject





# ASSESSMENT RUBRIC

## What Is a Community Clinic?

### COVER LETTER RUBRIC

	4	3	2	1
<b>Ideas/ Context</b>	<b>Student provides 2 strong, compelling examples in written response.</b>	<b>Student provides 1 strong, compelling example and 1 adequate example in written response.</b>	<b>Student provides 2 adequate examples in written response.</b>	<b>Student provides only 1 or no examples in written response, or examples provided are off-topic.</b>
<b>Organization</b>	<b>Writing follows a logical sequence and is well structured.</b>	<b>Writing follows a relevant sequence and structure.</b>	<b>Writing lacks a concrete sequence or structure. Writing is a bit confusing.</b>	<b>Writing lacks evidence of sequence or structure. Writing is difficult to follow.</b>
<b>Sentence Fluency</b>	<b>Sentences flow easily throughout the writing. Sentences are varied in length and complexity.</b>	<b>Sentences flow fairly easily throughout the writing. Sentence structures are somewhat varied.</b>	<b>Fragments, run-ons, and confusing sentence structures are evident. Variety of sentence structure is limited.</b>	<b>Sentences are incomplete and/or difficult to read.</b>
<b>Conventions</b>	<b>Writing is flawless in areas of spelling, grammar, capitalization, punctuation, and paragraph indentation.</b>	<b>Writing shows command of spelling, grammar, capitalization, punctuation, and paragraph indenting, although some errors are present.</b>	<b>Writing shows frequent errors in spelling, grammar, capitalization, punctuation, and paragraph indentation.</b>	<b>Writing shows severe errors in spelling, grammar, capitalization, punctuation, and paragraph indentation.</b>

