

## Grading Rubric for Letter of Concern

The Roman numerals in the "**Section of Letter**" pertain to the Roman numerals in the **Letter of Concern Student Guide Sheet**

<b><u>SECTION OF LETTER</u></b>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
I. (2 pts)	Catchy, concise, title that makes the reader want to read on.	Title that is vague but reader will still read it.	Vague, boring title.	No title.
II. (2 pts)	Correct information for the person(s) you are contacting.			Did not have the correct contact information.
III. (2 pts)	Correct name of the person or group you are writing to.			Not correct name of the person or group you are writing to.
IV. (3 pts)	Specifically State why you are writing to them. Clear, concise.	Specifically states why you are writing, but it is boring to the reader.	Vague, many grammatical errors, contains run-on sentences.	Opening paragraph does not make sense. It rambles, or is non-readable
V. (6 pts)	Convincingly and friendly states opinion on subject with two clear and concise specific brief examples.	States opinions of issue with only one example, or examples are not convincing, friendly, or concise.	Opinion comes across as "bossy" or "preachy" but gives two examples. Opening paragraph is not brief.	Does not give to specific examples, or is "preachy" or "bossy."
VI. (6 pts)	Supports opinion from previous paragraph with specific facts using reliable scientific studies.	Supports opinion with scientific facts but not from reliable sources. Sources can be questioned or refuted.	Does not support opinion with specific facts. Writer shows bias on the issue.	Has no support for opinion from previous paragraph. Paragraph do not make sense or the writer is lost completely
VII. (6 pts)	Summarizes opinion by restating specific facts that support the reasoning. It is clear and concise.	Restates opinion but does not give specific facts that support reasoning, or is not clear and concise.	Restates opinion without restating specific facts, comes across as "bossy."	Does not restate opinion. Does not give specific fax comes across as "bossy," etc.
VIII. (3 pts)	Signs name to letter professionally.			Does not sign name to letter.
IX. (3 pts)	Give correct contact information for yourself, the writer.			Does not give correct contact information for you, the writer

**Total \_\_\_\_/33**