

Letter Rubric

	10	7	3	1
Opening Statement	Strongly and clearly states the purpose of the letter.	Clearly states purpose of the letter.	Purpose is not clearly stated.	Purpose is not easily understood.
Tone/ Language	Chooses words that are clear, descriptive and accurate. Maintains consistent persuasive tone throughout letter.	Adequately chooses words that are clear and descriptive. Demonstrates a persuasive tone in parts of the letter.	Chooses some words that are clear and descriptive. Lacks consistent persuasive tone.	Language and tone of letter is unclear and lacks description.
Format/ Organization	Sentences and paragraphs are complete, well written and varied.	Sentence and paragraph structure is generally correct.	Sentence and paragraph structure is inconsistent	Little or no quality in sentence or paragraph structure.
Concluding Statement	Summarizes purpose in a strong concluding statement.	Summarizes purpose in a concluding statement.	Concluding statement is a weak summary of purpose.	Concluding statement makes no reference to purpose.
Mechanics and Grammar	Contains few, if any punctuation, spelling or grammatical errors.	Contains several errors in punctuation, spelling or grammar that do not interfere with meaning.	Contains many punctuation, spelling and/or grammatical errors that interfere with meaning.	Contains many punctuation, spelling and/or grammatical errors that make the piece indecipherable.
Typing	Subtract 10 points if not typed.			
Signed	Subtract 20 points if not signed			