

DIRECTIONS for writing your letter: Use the following outline to write a letter to your representatives. You will write one letter as a group. You will turn in one copy to be graded and will cut and paste it to send to each of your representatives. ***Be sure to study the rubric below before you start writing.***

Dear _____:

I. Introduce yourselves to the representative. Explain to them that you have been studying and examining data from the U.S. Census.

II. Explain the importance of California having sufficient representation in the federal government and explain why the census is essential in guaranteeing California has adequate representation.

III. Explain what you believe to be the one or two most significant factors that might cause California to be underrepresented in the California census. Use evidence from the articles to support your argument. You may do outside research as well.

IV. Propose a solution. Describe how you think California can address the challenge you described in the letter

Rubric

Criteria	Excellent (4)	Very Good/Good (3)	Fair (2)	Needs Work (1)	Score
Content	<ul style="list-style-type: none"> Clearly explains importance of census for CA Clearly identifies 1-2 challenges Cites 2 or more pieces of evidence Clearly articulates a solution 	<ul style="list-style-type: none"> Shows an understanding of census but needs to be more specific to why it is important to CA Clearly identifies 1-2 challenges Cites 2 or more specific examples Provides a solution 	<ul style="list-style-type: none"> Mentions the census but not clear why it is important to California Mentions challenges but not clearly explained Only mentions one piece of evidence or evidence is inappropriate No solution or solution is not reasonable 	<ul style="list-style-type: none"> Information about census is not accurate or unclear Challenges are not mentioned or explained well Little or insufficient evidence is provided or evidence is not appropriate No solution or solution is not reasonable 	
Format	<ul style="list-style-type: none"> Accurately uses correct business letter format Greeting with proper title(s) well organized with introduction, body and closing Tone is respectful and polite 	<ul style="list-style-type: none"> Mostly uses correct business letter format. Greeting with proper title Mostly organized well with introduction, body and closing Tone is appropriate 	<ul style="list-style-type: none"> Notable errors in business letter format May not have proper greeting Needs better organization Tone is inconsistent 	<ul style="list-style-type: none"> Many noticeable errors in business letter format Lacks proper greeting Lacks organization Tone is not appropriate, or disrespectful 	
Grammar	Very few or no grammatical and spelling mistakes	A few grammatical or spelling mistakes	Many grammatical mistakes	Letter is not coherent	