

## Letter Writing Rubric

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