

Letter Writing Rubric

Criteria	Excellent (4 pts.)	Very Good/Good (3 pts.)	Fair (2 pts.)	Needs Work (1 pt.)	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 bust 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 no clear why it is important to California. -Mentions challenges but not clearly explained. -Only mention 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 not clear. -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, rude or disrespectful. 	
Grammar	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.	