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| **Letter to Principal**  |
|  | **Excellent****4 pts**  | **Good****3 pts**  | **Fair****2 pts**  | **Poor****1 pts**  |  |
| **Introduction**  | Excellent This letter is written with an interesting lead to bring the reader into the story.  | Good This letter is written with a lead but it needs to be more interesting.  | Fair This letter is written with a boring lead which does not encourage the reader to continue.  | Poor The letter does not contain a lead or lead is unsatisfactory.  |  |
| **Background Information**  | Excellent This letter contains an abundant amount of background information about the issue.  | Good This letter contains some background information about the issue.  | Fair This letter contains very little background information about the issue at hand.  | Poor This letter contains no background information about the issue being discussed.  |  |
| **Opinion**  | Excellent This letter has a clearly stated opinion toward the beginning of the piece.  | Good This letter has an opinion that could be stated more clearly using better wording.  | Fair This letter has an opinion which is somewhat confusing.  | Poor The writer is very confusing about his/her opinion on the issue.  |  |
| **Support**  | Excellent This letter contains at least 2 different, but logical reasons of support for the stated opinion.  | Good This letter contains at least 1 logical reason of support for the stated opinion.  | Fair This article contains only one opinion.  | Poor This article does not contain any valid reasons for the given opinion.  |  |
| **Structure**  | Excellent Each reason is written in a separate paragraph, in a logical order.  | Good Each reason is written in paragraphs, but not necessarily separate.  | Fair The reasons are not written in distinct paragraphs.  | Poor The reasons are not written in good paragraphs and have no logical order.  |  |
| **Closing**  | Excellent The writer ends the article giving a specific recommendation for the reader to take action and the reasons for the recommendation.  | Good The writer ends the article giving a recommendation for the reader to take action with only one reason for the recommendation.  | Fair The writer ends the article giving a recommendation for the reader to take action without a reason for the recommendation.  | Poor The ending of the story does not give any clear recommendations for the reader to take action.  |  |
| **Length**  | Excellent Letter reaches or slightly exceeds the required 400 word length.  | Good Letter just meets the required 400 word length.  | Fair Letter reaches between 300 and 400 words in length.  | Poor Letter reaches less than 300 words in length.  |  |
| **Grammar/Spelling**  | Excellent The writer uses all correct grammar/spelling.  | Good One or two errors in grammar/spelling.  | Fair Three to five errors in grammar/spelling.  | Poor More than five errors in grammar/spelling. |  |