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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. |  |