Letter Rubric

Name: **Mark:**   /10

Level 1	Level 2	Level 3	Level 4
The letter was formatted poorly.	There was more than one error in the formatting of the letter.	There was one error in the formatting of the letter.	Letter format was followed properly.
There was little or no accurate information.	The amount of information and the quality of information were both lacking.	The amount of information was good but the quality was a little lacking or the amount of information was a little lacking, but the quality was good.	Excellent amount of information and quality.
The information in the letter was presented in a disorganized way. This interfered with people understanding the presentation.	The information in the letter was not very well organized.	The information in the letter was presented in an organized way, but it was a little difficult to discern the beginning/middle/end.	There was a clear beginning, middle, and an end of the letter. Information was presented in an organized way.
There were numerous grammar and/or spelling errors and this interfered with the message being conveyed.	Several grammar and/or spelling errors were present.	One to a few grammar and/or spelling errors were present.	There was no grammar or spelling errors.
The recipient will probably not be able to determine the purpose of the letter.	The recipient will most likely be able to determine the purpose of the letter.	The recipient will fairly easily be able to determine the purpose of the letter.	The recipient will easily be able to determine the purpose of the letter.
The recipient will not be persuaded by the letter.	The recipient may be persuaded by the letter.	The recipient will be slightly persuaded by the letter.	The recipient will be persuaded by the letter.