

# CHAPTER 2 TEACHER'S SCORING RUBRIC

Name \_\_\_\_\_

Date \_\_\_\_\_ Score \_\_\_\_\_

## POINT VALUES

- 0 = not evident
- 1 = minimal evidence of mastery
- 2 = evidence of development toward mastery
- 3 = strong evidence of mastery
- 4 = outstanding evidence of mastery

# Formal Letter

Ideas	POINTS
a clear complaint and an idea for resolution	
<b>Organization</b>	
correct formal-letter format	
a purpose clearly stated in the introduction	
detailed information in the body, such as the recounting of events, names, times, and dates	
a summarizing conclusion that leaves a lasting impression	
<b>Voice</b>	
a professional, respectful tone	
formal language	
<b>Word Choice</b>	
varied word use, including antonyms	
<b>Sentence Fluency</b>	
varied sentence types, including compound sentences	
<b>Conventions</b>	
correct grammar and usage	
correct spelling	
correct punctuation and capitalization	
<b>Presentation</b>	
easy to read, typed or neatly handwritten	
heading, inside address, greeting, closing, signature	
standard font, consistent margins, and correct spacing	
<b>Additional Items</b>	
_____	
_____	
<b>Total</b>	