

Category	7-6	5-4	3-2	1-0
<b>Format</b>	<p>Letter perfectly follows formatting guidelines.</p> <p>There are no errors.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> sender's address</li> <li><input type="checkbox"/> date</li> <li><input type="checkbox"/> receiver's address</li> <li><input type="checkbox"/> salutation</li> <li><input type="checkbox"/> body paragraphs</li> <li><input type="checkbox"/> closing</li> <li><input type="checkbox"/> signed and printed name</li> </ul>	<p>Letter generally follows formatting guidelines.</p> <p>There are one or two errors.</p>	<p>Letter somewhat follows formatting guidelines.</p> <p>There are three to five errors.</p>	<p>Letter does not follow formatting guidelines.</p> <p>There are more than five errors.</p>
<b>Organization</b>	<p>Body paragraphs perfectly follow* the prescribed outline:</p> <ul style="list-style-type: none"> <li>¶ introduction</li> <li>¶ explanation</li> <li>¶ support</li> <li>¶ personal connection</li> <li>¶ conclusion</li> </ul>	<p>Body paragraphs generally follow formatting guidelines.</p> <p>Student omitted one of the sections.</p>	<p>Body paragraphs somewhat follow formatting guidelines.</p> <p>Student omitted or mixed up two or three of the sections.</p>	<p>Body paragraphs do not follow formatting guidelines.</p> <p>Student omitted or mixed up multiple sections.</p> <p>Student wrote a single paragraph that touches on most of the points but is too short and/or disorganized.</p>
<b>Writing</b>	<p>Grammar and mechanics are correct throughout.</p> <p>There are no errors.</p>	<p>Minor errors in grammar and mechanics.</p> <p>There are less than five errors.</p>	<p>There are more than five errors in grammar and mechanics, though they do not affect the ability to read and understand the content.</p>	<p>There are significant and noticeable errors throughout the brochure.</p> <p>Errors affect the ability to understand the content.</p>

\*Use your judgement when it comes to students combining or reordering paragraphs. Depending on a student's writing style and ability, the letter may be more effective if they break a few of the rules.