

Letter Rubric

	OUTSTANDING	COMMENDABLE	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE
QUALITY OF INFORMATION	<ul style="list-style-type: none"> <li>*Accurate information</li> <li>*Uses 2 or more specific examples</li> <li>*demonstrates a clear understanding of the issue</li> </ul>	<ul style="list-style-type: none"> <li>*Accurate information</li> <li>**Uses at least 2 specific examples</li> <li>*Demonstrates an understanding of the issue</li> </ul>	<ul style="list-style-type: none"> <li>*Generally accurate information</li> <li>*Uses 1 example</li> <li>*Demonstrates a general understanding of the issue</li> </ul>	<ul style="list-style-type: none"> <li>*Generally inaccurate information</li> <li>*Uses no example</li> <li>*Has a vague understanding of the issue</li> </ul>	<ul style="list-style-type: none"> <li>*Inaccurate information</li> <li>*No example</li> <li>*Has little or no understanding of the issue</li> </ul>
ORGANIZATION AND STYLE	<ul style="list-style-type: none"> <li>*Letter is clear and concise yet thoughtfully presented</li> <li>*Writer makes his/her point while remaining polite and complimentary</li> </ul>	<ul style="list-style-type: none"> <li>*Letter is clear and concise</li> <li>*Point is made in a polite manner</li> </ul>	<ul style="list-style-type: none"> <li>*Letter is generally to the point</li> <li>*Tone of the letter is generally polite</li> </ul>	<ul style="list-style-type: none"> <li>*Letter is unclear and poorly put together</li> <li>*Letter is neither polite nor impolite</li> </ul>	<ul style="list-style-type: none"> <li>*Letter is wordy and/or vague and poorly put together</li> <li>*Letter is not courteous</li> </ul>
ACCURACY	<ul style="list-style-type: none"> <li>*Grammatically perfect</li> <li>*No spelling errors</li> <li>*Format is followed perfectly</li> </ul>	<ul style="list-style-type: none"> <li>*Few, if any, grammatical errors</li> <li>*Few, if any, spelling errors</li> <li>*Format is followed perfectly</li> </ul>	<ul style="list-style-type: none"> <li>*No serious errors in grammar</li> <li>*No serious errors in spelling</li> <li>*Format is generally followed</li> </ul>	<ul style="list-style-type: none"> <li>*Basic grammar needs improvement</li> <li>*Basic spelling needs improvement</li> <li>*Format is partially followed</li> </ul>	<ul style="list-style-type: none"> <li>*Many grammatical errors</li> <li>*Many spelling errors</li> <li>*Format is disregarded</li> </ul>

GROUP PROCESS RUBRIC

<u>EXEMPLARY</u>	<u>PROFICIENT</u>	<u>SATISFACTORY</u>	<u>NEEDS IMPROVEMENT</u>	<u>UNACCEPTABLE</u>
•all students enthusiastically participate	•almost all students actively participate	•some ability to participate	•strong reliance on one or two spokespersons	•exclusive reliance on one spokesperson
•students reflect awareness of others' views and opinions	•students reflect awareness of others' views and opinions	•students generally reflect awareness of others' views and opinions	•students reflect some effort to reflect others' views and opinions	•students reflect little or no effort to reflect others' views and opinions
•consistent preparedness of notes, discussion, and evidence of planning	•consistent preparedness of notes, discussion, and evidence of planning	•generally prepared	•inconsistent preparedness	•consistently unprepared