Letter To Judges Rubric Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_ Block: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Category** | **Excellent**  | **Proficient**  | **Needs Improvement**  | **Not Demonstrated**  | **Total Points** |
| Heading Student uses correct form for a business letter:Heading, Inside address, current date, salutation, body, closing, signature (both handwritten and printed)Don’t forget to sign | Student follows all formats as demonstrated on the WheelerLibrary.c om template ( 5 ) | Student has 1-2 minor errors (ex: no colon after salutation, margins don’t align with body, no handwritten signature)( 4.5 )  | Student has 3+ errors that demonstrate a lack of follow through using template. Fonts could be inconsistent, margins off-base.( 3 ) | Student does not use WheelerLIbrary.co m template. Formatting does not demonstrate a Business Letter.( 2 ) | X 2 |
| Paragraph 1: Student(1) introduces self; (2)briefly discusses personal background and/or unique qualities | Student includes all required information but manages to capture the reader’s attention in an interesting ways( 4 ) | Student includes all required information.( 3 .5) | Student might not completely provide all information. There are vague phrases or cliché statements that do not give specific details( 2 ) | Paragraph is 1-3 sentences and uninspired. Missing details/informati on( 1 ) | X 5 |
| Paragraph 2:Student clearly (1) describes his/her project; (2)explains why product and research topic were chosen; (3) addresses both simplest and most challenging parts of Senior Project; (4) tells about assistance received from mentors and others | Student includes all required information but also conveys passion/excite ment/knowled ge about project. Strong details communicate an invested student. ( 4 ) | Student includes all required information. Conveys interest in project but not as strongly as excellent paragraphs.( 3.5 ) | Student does not provide all information. Details are vague, does not fully explain why product and topic were chosen. No sense of personal attachment to project.( 2 ) | Required paragraph elements missing. Paragraph is 1-3 sentences. Missing details that provide understanding of why student chose product. No sense of personal attachment to project. ( 1 ) | X 5 |
| Paragraph 3:Student (1) clearly reflects on what was learned throughout the project; (2) specifically addresses changes that have taken place in relation to participating in the Senior Project process | Student provides a thoughtful, wellarticulated reflection with specific attention to changes as a result of participating in Senior Project( 4 ) | Student provides a solid reflection that discusses changes as a result of participating in Senior Project. ( 3.5 )  | Student’s paragraph does not demonstrate a thoughtful response to the prompt. Reflection is vague and/or has cliché statements. Could be more information in paragraph.( 2 )  | Student is missing paragraph, or only has 1-2 sentences. No sense of a thoughtful reflection demonstrated.( 1 ) | X 5 |
| Paragraph 4: | Student  | Student thanks  | Student’s  | Student has  | x 5 |

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| Student succinctly thanks the judges for taking time to look at the portfolio and for listening to the presentation | effectively thanks judges. (4)  | judges.(3 .5)  | paragraph could be improved by better word choice.(2 )  | forgotten to thank judges.( 1 ) |   |
| Grammar:Student has obviously proofread this letter and has focused attention on editing for grammar, punctuation, spelling, and typing errors. | Student has produced a flawless paper.( 5 ) | Student has 1-2 minor errors (misspelling, comma error, apostrophe misuse)( 4.5 )  | Student has several errors, or those that affect reading of the paper. Effort to edit and proofread is not well demonstrated. ( 3 ) | Student has several errors, most of which affect comprehension. No effort to proofread and edit demonstrated.( 2 ) | X 2 |

Total Points:

Scored By: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_