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

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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: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_