

## Letter Rubric

	3	2	1	0
Format	Properly formatted letter includes names, date, greeting, main body and closing	Formatting is satisfactory. Letter may be a bit sloppy but contains all of the right parts	Not really a letter but more of a hastily written note	Does not follow format at all.
Reasons/ support	Gives details about all required contents of the letter	Gives details about most of the required contents of the letter	Provides some information but some is missing	Gives no useful information. Did not read assignment properly.
Clarity	Is fluently written with a clear purpose. Easy to read and understand.	Is well written and purpose is fairly clear. Some parts are hard to understand.	Is poorly written and hard to understand. Some parts might not make sense.	Is so hard to understand that it feels like a waste of time.