

# 2018-19 Student Letter Rubric

Score	1	2	3	4
<b>Reasons</b>	Letter does not provide clear reasons why the student should be admitted.	Letter provides some general reasons why the student should be admitted, but they do not clearly connect to his/her school(s) of choice.	Letter provides some general reasons why the student should be admitted and at least one specific reason connected to his/her school(s) of choice.	Letter provides multiple compelling reasons that clearly demonstrate why the student should be admitted to his/her school(s) of choice.
<b>Explanation</b>	Letter does not provide supporting details or explanations to demonstrate why the student should be admitted.	Letter provides some supporting details and explanations to demonstrate why the student should be admitted.	Letter provides adequate supporting details and explanations to demonstrate why the student should be admitted.	Letter provides compelling, well-supported explanations to demonstrate why the student should be admitted.
<b>Organization &amp; Style</b>	Letter lacks clear organization and is difficult to follow.  Letter does not express the student's voice and/or is not written in an appropriate tone.	Letter includes some evidence of organization but lacks transitions between ideas.  Letter includes some indication of the student's voice and is written in a somewhat appropriate tone.	Letter is organized into paragraphs and includes some transitions between ideas.  Letter expresses the student's voice and is written in an appropriate tone.	Letter is clearly organized into paragraphs and includes strong transitions between ideas.  Letter highlights the student's unique voice and is written in an effective tone.
<b>Revision</b>	Letter indicates a lack of revision; it includes multiple spelling and grammatical errors that impede the reader's understanding.	Letter indicates a lack of careful revision; it includes several spelling and grammatical errors that distract the reader.	Letter indicates evidence of revision; it includes few spelling and grammatical errors.	Letter indicates evidence of careful revision; it includes no spelling or grammatical errors.
<b>Format</b>	Letter does not follow general letter guidelines and is not in an appropriate font.	Letter includes only one element of a formal letter (greeting, signature line, appropriate font, etc.).	Letter includes multiple elements of a formal letter (greeting, signature line, appropriate font, etc.) but is missing at least one element of a formal letter.	Letter presents as a formal letter (greeting, signature line, appropriate font, etc.).