Rubric for Formal Letter

	Above Average	**Sufficient**	**Developing**	**Needs Improvement**
Goal/Thesis	Strongly and clearly states a personal opinion. Clearly identifies the issue.	Clearly states a person al o pinion. Some reference s t o the issue.	Personal o pinion is not clearly stated. Little or no references to the issue.	Personal opinion is not easily understood. Has no reference to t he issue.
Organization/Style	Letter is a well-written formal letter with no mistakes.	Letter is a well-written formal letter with few mistakes.	Letter has some organization issues and several mistakes.	Letter is poorly written with many mistakes.
Elaboration/Support	Three or m ore excellent points are made with good support. It is evident the writer put much thought and research into this assignment.	Three or m ore points are made with support, but the arguments are somewhat weak in places. The writer doesn't persuade completely.	Two points made; shows some preparation, but weak arguments.	Preparation is weak; arguments are weak or missing; and less than three point s are made.
Grammar/Mechanics	Contains few, if any punctuation, spelling, or grammatical errors.	Contains several error s in punctuation, spelling, or grammar that d o not interfere with meaning.	Contains many punctuation, spelling, and/or grammatical errors that interfere with meaning.	Contains many punctuation, spelling, and/or grammatical error s that make the piece illegible.
Conclusion	Summarizes personal opinion in a strong concluding statement.	Summarizes personal opinion in a concluding statement.	Concluding statement is a weak summary of personal opinion.	Concluding statement makes no reference to person al opinion.