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|  | Advanced (4 points) | Proficient (3 points) | Basic (2 points) | Below Basic (1 point) |
| **Goal/Thesis**\_\_\_\_\_\_\_ Points x 4 = | Strongly and clearly states a personal opinion. Clearly identifies the issue. | Clearly states a personal opinion. Some references to the issue. | Personal opinion is not clearly stated. Little or no references to the issue. | Personal opinion is not easily understood. Has no reference to the issue. |
| **Reason and Support**\_\_\_\_\_\_\_ Points x 5 = | Three or more excellent points are made with good support. It is evident the writer put much thought and research into this assignment. | Three or more 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 points are made. |
| **Conclusion**\_\_\_\_\_\_ Points x 4 = | 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 personal opinion. |
| **Organization**\_\_\_\_\_\_ Points x 3 = | Sentences and paragraphs are complete, well written, and varied. | Sentence and paragraph structure is generally correct. | Sentence and paragraph structure is inconsistent. | Little or no evidence of sentence or paragraph structure. |
| **Word Choice/Tone**\_\_\_\_\_\_ Points x 2 = | Choice of words that are clear, descriptive, and accurate. Maintains consistent persuasive tone throughout letter. | Adequate choice of words that are clear and descriptive. Demonstrates a persuasive tone in parts of the letter. | Choice of some words that are clear and descriptive. Lacks consistent persuasive tone. | Language and tone of letter is unclear and lacks description. |
| **Mechanics and Grammar**\_\_\_\_\_\_ Points x 2 = | Contains few, if any punctuation, spelling, or grammatical errors. | Contains several errors in punctuation, spelling, or grammar that do not interfere with meaning. | Contains many punctuation, spelling, and/or grammatical errors that interfere with meaning. | Contains many punctuation, spelling, and/or grammatical errors that make the piece illegible. |



 Total Points \_\_\_\_\_\_\_\_\_\_ / 80 Grade \_\_\_\_\_\_\_\_\_\_ / 100