

### Letter to an Elected Official Rubric

	<b>Novice (0-1 pts)</b>	<b>Intermediate (2 pts)</b>	<b>Proficient (3 pts)</b>	<b>Distinguished (4 pts)</b>	<b>Master (5 pts)</b>
<b>Format</b>	Includes 0-3 of the 9 elements listed under Master level	Includes 4-6 of the 9 elements listed under Master level	Includes 7 of the 9 elements listed under Master level	Includes 8 of the 9 elements listed under Master level	Includes return address, mailing address, date, proper titles, 3-4 paragraph format, proper alignment, proper spacing, is typed, is signed in ink
<b>Introduction/ Conventions of Grammar</b>	Includes 0-1 of the 4 elements from Master level <i>OR</i> Letter has 7 or more capitalization, spelling, word choice, punctuation errors	Includes 2 of the 4 elements from Master level <i>OR</i> Letter has 5-6 capitalization, spelling, word choice, punctuation errors	Includes 3 of the 4 elements from Master level <i>OR</i> Letter has 3-4 capitalization, spelling, word choice, punctuation errors	Includes 4 of the 4 elements from Master level <i>AND</i> Letter has 1-2 capitalization, spelling, word choice, punctuation errors	Includes name of writer, location/background of writer, statement of issue, proper salutation. <i>AND</i> Letter is free of capitalization, spelling, word choice, punctuation errors.
<b>Issue</b>	Includes a vague issue, lists one reason why the issue is important, provides little context to the issue, does not state why issue is important to the populace	Includes a specific issue, lists some reasons why the issue is important, provides some context to the issue, does not state why issue is important to the populace	Includes a very specific issue, lists some reasons why the issue is important, provides some context to the issue, does not state why issue is important to the populace	Includes a very specific issue, lists some reasons why the issue is important, provides some context to the issue, states why issue is important to the populace	Includes a very specific issue, lists numerous reasons why the issue is important, provides sufficient context to the issue, states why issue is important to the populace
<b>Solution</b>	Proposes a vague solution, lists one reason why solution would be beneficial, does not state why solution would improve life for the populace, does not address potential questions	Proposes a specific solution, lists some reasons why solution would be beneficial, does not state why solution would improve life for the populace, does not address potential questions	Proposes a very specific solution, lists some reasons why solution would be beneficial, does not state why solution would improve life for the populace, does not address potential questions	Proposes a very specific solution, lists some reasons why solution would be beneficial, states why solution would improve life for the populace, does not address potential questions	Proposes a very specific solution, lists numerous reasons why solution would be beneficial, states why solution would improve life for the populace, answers potential questions
<b>Closing</b>	Includes 0-1 of the 5 elements listed under Master level	Includes 2 of the 5 elements listed under Master level	Includes 3 of the 5 elements listed under Master level	Includes 4 of the 5 elements listed under Master level	Includes name of writer, proper complimentary close, thanks for reading the letter, written signature, asks for a response in return

