**Assignment #3**

**Letters to the SBA Rubric**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| **Ideas** | Ideas were expressed  in a clear and  organized fashion. It was easy to figure out what the letter was  about. | Ideas were expressed  in a clear manner, but the  organization could  have been better. | Ideas were somewhat  organized, but were not very clear. It took  more than one  reading to figure out what the letter was about. | The letter seemed to be a collection of unrelated sentences.  It was very difficult to figure out what the letter was about. |
| **Sentences and**  **Paragraphs** | Sentences and  paragraphs are  complete, well-  constructed and  varied. | All sentences are  complete and well-constructed (no fragments, no run-ons). Paragraphing is  generally done well. | Most sentences are complete and well-constructed.  Paragraphing needs some work. | Many sentence  fragments or run-on sentences OR  paragraphing needs lots of work. |
| **Salutation and**  **Closing** | Salutation and closing have no errors in  capitalization and  punctuation. | Salutation and closing have 1-2 errors in  capitalization and  punctuation. | Salutation and closing have 3 or more errors  in capitalization and punctuation. | Salutation and/or  closing is missing. |
| **Grammar and**  **spelling**  **(conventions)** | Writer makes no  errors in grammar or spelling. | Writer makes 1-2  errors in grammar  and/or spelling. | Writer makes 3-4  errors in grammar  and/or spelling | Writer makes more than 4 errors in  grammar and/or  spelling. |
| **Content Accuracy** | The letter contains at least 5 accurate facts about the topic. | The letter contains 3-4 accurate facts about the topic. | The letter contains 1-2 accurate facts about the topic. | The letter contains no accurate facts about the topic. |

Total Score \_\_\_\_\_\_\_\_

Maximum 100 Points