**Assignment #3**

**Letters to the SBA Rubric**

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

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| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| **Ideas** | Ideas were expressedin a clear andorganized fashion. It was easy to figure out what the letter wasabout. | Ideas were expressedin a clear manner, but theorganization couldhave been better. | Ideas were somewhatorganized, but were not very clear. It tookmore than onereading 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 andparagraphs arecomplete, well-constructed andvaried. | All sentences arecomplete and well-constructed (no fragments, no run-ons). Paragraphing isgenerally done well. | Most sentences are complete and well-constructed.Paragraphing needs some work. | Many sentencefragments or run-on sentences ORparagraphing needs lots of work. |
| **Salutation and****Closing** | Salutation and closing have no errors incapitalization andpunctuation. | Salutation and closing have 1-2 errors incapitalization andpunctuation. | Salutation and closing have 3 or more errorsin capitalization and punctuation. | Salutation and/orclosing is missing. |
| **Grammar and****spelling****(conventions)** | Writer makes noerrors in grammar or spelling. | Writer makes 1-2errors in grammarand/or spelling. | Writer makes 3-4errors in grammarand/or spelling | Writer makes more than 4 errors ingrammar and/orspelling. |
| **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