

# LETTERS TO EDITORS

The following criteria scale is used to determine the overall score.

Total points possible: \_\_\_\_\_

**1** = Weak    **2** = Moderately Weak    **3** = Average    **4** = Moderately Strong    **5** = Strong

<b>1.</b> The letter has a heading, greeting, introduction, body, closure, and signature.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2.</b> Each paragraph in the letter starts with a topic sentence.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>3.</b> The organization of the letter is clear and easy to follow.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>4.</b> The letter clearly states the student's opinion.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>5.</b> The letter is persuasive and provides facts, reasons, and evidence supporting the opinion.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6.</b> The letter is concise and well written.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>7.</b> The letter is neatly typed or handwritten.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8.</b> The spelling, punctuation, and grammar in the letter are accurate.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>9.</b> The letter's content fulfills all the requirements of the assignment.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>10.</b> Overall, the work represents the student's full potential.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Additional Comments:**

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**Total Points Earned/Grade:** \_\_\_\_\_