**Letter to the Prime Minister Rubric**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **4 (Excellent)** | **3 (Great)** | **2 (Acceptable)** | **1 (Unacceptable)** |
| Letter **format was followed properly**. | There was **one error in the formatting** of the letter. | There was **more than one error in the formatting** of the letter. | The letter was **poorly formatted**. |
| **Excellent amount and quality of information**. | The **amount of information was good but the quality was a little lacking or** the **amount of information was a little lacking but the quality was good**. | The **amount of information and the quality of information were both lacking**. | There was **little or no accurate information**. |
| There was a **clear beginning, middle, and end of the letter**. **Information was presented in an organized way**. | The **information in the letter was presented in an organized way, but it was a little difficult to discern the beginning/middle/end**. | The **information in the letter was not very well organized**. | The **information in the letter was presented in a disorganized way**. This **interfered with people understanding the presentation**. |
| There were **no grammar or spelling errors**. | **One to a few grammar and/or spelling errors** were present. | **Several grammar and/or spelling errors** were present. | There were **numerous grammar and/or spelling errors** and this interfered with the message being conveyed. |
| The prime minister will **easily be able to determine the purpose** of the letter. | The prime minister will **fairly easily be able to determine the purpose** of the letter. | The prime minister will **most likely be able to determine the purpose** of the letter. | The prime minister will **probably not be able to determine the purpose** of the letter. |

 **Total: \_\_\_\_\_/20 = \_\_\_\_\_ %**
 **Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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