

Name: _____ Period: _____ Date: _____

Rubric for Welcome Letter

<p>You have been hired for your first teaching job, (select the grade and subject level of your choice). Your principal has requested that you develop a personalized welcome letter that will be sent to parents prior to the first day of school. Include pertinent information. Introduce yourself and inform parents of anything that they may need to know for the coming year. Double check for correct spelling and grammar.</p>					
Criteria	weight	4 – Exemplary	3 – Accomplished	2 – Developing	1 – Beginning
Organization	25%	<input type="checkbox"/> Accurately uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)	<input type="checkbox"/> Mostly uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)	<input type="checkbox"/> Some noticeable errors in use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)	<input type="checkbox"/> Several noticeable errors in use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)
Content	25%	<input type="checkbox"/> Letter clearly states the purpose <input type="checkbox"/> Appropriate explanations or facts used to support the main idea <input type="checkbox"/> Easy to follow <input type="checkbox"/> Tone is appropriate for intended audience	<input type="checkbox"/> Letter clearly states the purpose <input type="checkbox"/> Some explanations or facts used to support the main idea <input type="checkbox"/> Somewhat hard to follow <input type="checkbox"/> Tone is generally appropriate for intended audience	<input type="checkbox"/> Purpose of letter is unclear <input type="checkbox"/> More explanations or facts need to be used to support the main idea <input type="checkbox"/> Hard to follow <input type="checkbox"/> Tone is too formal or too informal for intended audience	<input type="checkbox"/> Purpose of letter is unclear <input type="checkbox"/> Main idea is not supported by explanations or facts <input type="checkbox"/> Letter rambles; hard to follow or understand <input type="checkbox"/> Tone is inappropriate for intended audience
Appearance	25%	<input type="checkbox"/> Typed, using correct spacing, font, and format	<input type="checkbox"/> Letter typed with few problems in spacing, font, or format	<input type="checkbox"/> Letter typed with frequent problems in spacing, font, or format	<input type="checkbox"/> Letter not typed; wrong format used and hard to read
Language Usage	25%	<input type="checkbox"/> Accurate use of punctuation and grammar <input type="checkbox"/> No spelling errors	<input type="checkbox"/> One or two mistakes with punctuation or grammar <input type="checkbox"/> One or two spelling errors	<input type="checkbox"/> More than two mistakes in punctuation or grammar <input type="checkbox"/> More than two spelling errors	<input type="checkbox"/> Incorrect use throughout the letter of punctuation or grammar <input type="checkbox"/> Frequent spelling errors distract from letter

Assignment Score _____ + Beyond/Bonus _____ = Final Score _____