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| Organization | The format is correct and the topic sentences are convincing to the reader. | The format is mostly correct and the topic sentences are convincing to the reader | A few parts of the format are incorrect or missing and some of the topic sentences are convincing to the reader | The format is should be correct with convincing topic sentences. |
| Voice | Formal language is used throughout the letter | Formal language is used most of the time. | Formal language is used only a few times in the letter. | Formal language is not present. |
| Content/Ideas | The letter focuses on one issue and supports a call to action. | Most of the letter focuses on one issue and supports a call to action. | Some of the letter focuses on one issue and supports a call to action. | The letter should focus on one problem and support a call to action. |
| Word choice | The letter contains strong persuasive reasoning. | The letter contains some strong persuasive reasoning. | The letter contains few examples of persuasive reasoning. | The letter should have several examples of persuasive reasoning. |
| Sentence Fluency | All sentences are clear and precise. | Most sentences are clear and precise. | Few sentences are clear and precise. | Sentences need to be clear and precise. |
| Grammar/ Mechanics | The writing contains no errors in spelling, punctuation, grammar, or mechanics. | The writing contains 1-5 errors in spelling, punctuation, grammar, or mechanics. | The writing contains 6- 10 errors in spelling, punctuation, grammar, or mechanics. | The writing contains > 10 errors in spelling, punctuation, grammar, or mechanics. |

Points 4 each area 3 each area 2 each area 1 each area

Total Points\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_