

# LETTER TO MR. HEIN WRITING RUBRIC

Name \_\_\_\_\_

<b>INTRODUCTION</b>	<input type="checkbox"/> 4 Provides an inviting AND/OR logical introduction, and clearly sets up the structure for the piece of writing	<input type="checkbox"/> 3 Provides an introduction with the main topic and sets up a basic structure for the piece of writing	<input type="checkbox"/> 2 Provides an introduction without a completely clear main topic or structure for the piece of writing	<input type="checkbox"/> 1 Provides no clear introduction of main topic or structure for the piece of writing
<b>MAIN INFORMATION &amp; DETAILS</b>	<input type="checkbox"/> 4 Provides main ideas & specifics, elaborated details that move beyond the obvious	<input type="checkbox"/> 3 Provides main idea, but details are basic, brief or obvious	<input type="checkbox"/> 2 Provides limited information with the main information not clearly evident	<input type="checkbox"/> 1 Does not provide main ideas or does not support them, details may be repetitious
<b>SPELLING &amp; GRAMMAR (Conventions)</b>	<input type="checkbox"/> 4 Writer makes no errors in grammar or spelling that distract the reader from the content.	<input type="checkbox"/> 3 Writer makes 1-2 errors in grammar or spelling that distract the reader from the content.	<input type="checkbox"/> 2 Writer makes 3-4 errors in grammar or spelling that distract the reader from the content.	<input type="checkbox"/> 1 Writer makes more than 4 errors in grammar or spelling that distract the reader from the content.
<b>CONCLUSION</b>	<input type="checkbox"/> 4 Provides a thorough, logical conclusion & clearly closes the pieces of writing. The conclusion clearly connects to the main idea	<input type="checkbox"/> 3 Provides a conclusion which connects with the main idea	<input type="checkbox"/> 2 Provides a conclusion which does not connect to the main idea	<input type="checkbox"/> 1 Does not provide a conclusion
<b>FOCUS</b>	<input type="checkbox"/> 4 Stays fully focused on a narrowed, manageable topic	<input type="checkbox"/> 3 Stays mostly focused but topic still fairly broad	<input type="checkbox"/> 2 Addresses too broad a topic, or topic not clearly defined	<input type="checkbox"/> 1 Severely wanders from topic, or topic not evident
<b>ASSIGNMENT</b>	<input type="checkbox"/> 4 Meets all requirements of the assignment	<input type="checkbox"/> 3 Meets most of the assignment's requirements	<input type="checkbox"/> 2 Meets some of the assignment's requirements	<input type="checkbox"/> 1 Meets few of the assignment's requirements
<b>TOTAL</b>	_____	_____	_____	_____

**TOTAL** \_\_\_\_\_/24

22-24 **A**  
 20-21 **B**  
 17-19 **C**  
 15-16 **D**  
 < 14 **F**