

Letter to Elected Official Scoring Guide

Learning Target: Write a letter to an elected official recommending how to address relevant and often controversial problems (i.e. immigration) that directly affects your community.

A (4)	B (3.5)	C (3)	D (2.5)
<p><i>Thesis</i> 1.) Strongly and clearly states a personal opinion 2.) about an issue that is very timely and relevant to the recipient.</p> <p><i>Knowledge/Understanding</i> 3.) Contains thorough but succinct information about possible courses of action or opposing views. 4.) Contains two or more highly relevant, accurate, and convincing reasons that support a course of action and appeals to the reader.</p> <p><i>Format</i> 5.) Letter includes a proper salutation that clearly identifies the recipient, a focused introduction, thoughtful body, strong concluding statement, and complimentary closing/signature.</p> <p><i>Mechanics and Grammar</i> 6.) Exhibits clear organization, clarity in writing, and contains very few grammatical and mechanical errors.</p> <p><i>Civic Engagement</i> 7.) Achieves participatory level of civic engagement by submitting letter to elected official and requesting a response.</p>	<p><i>Thesis</i> 1.) Clearly states a personal opinion 2.) about an issue that is timely and relevant to the recipient.</p> <p><i>Knowledge/Understanding</i> 3.) Contains considerable information about possible courses of action or opposing views. 4.) Contains two or more relevant, accurate, and convincing reasons that support a course of action and appeals to the reader.</p> <p><i>Format</i> 5.) With few problems, letter includes a proper salutation that clearly identifies the recipient, a focused introduction, thoughtful body, strong concluding statement, and complimentary closing/signature.</p> <p><i>Mechanics and Grammar</i> 6.) Exhibits clear organization, reasonable clarity in writing, and contains very few grammatical and mechanical errors.</p> <p><i>Civic Engagement</i> 7.) Achieves participatory level of civic engagement by submitting letter to elected official.</p>	<p><i>Thesis</i> 1.) States a personal opinion 2.) about an issue that is somewhat timely and relevant to the recipient.</p> <p><i>Knowledge/Understanding</i> 3.) Contains some information about possible courses of action or opposing views. 4.) Contains one relevant, accurate, and convincing reasons that support a course of action and appeals to the reader.</p> <p><i>Format</i> 5.) Contains problems in one or more of the following: salutation, introduction, body, conclusion, complimentary closing/signature.</p> <p><i>Mechanics and Grammar</i> 6.) Exhibits some organizational problems, some problems with clarity in writing, and contains some grammatical and mechanical errors.</p> <p><i>Civic Engagement</i> 7.) Achieves personally responsible level of civic engagement by conducting research to keep informed on contemporary issue.</p>	<p><i>Thesis</i> 1.) States a personal opinion that is not easily understood 2.) about an issue that is no longer timely and relevant to the recipient.</p> <p><i>Knowledge/Understanding</i> 3.) Contains limited information about possible courses of action or opposing views. 4.) Contains limited support for a course of action and/or lacks appeal to the reader.</p> <p><i>Format</i> 5.) Missing one or more of the following: salutation, introduction, body, conclusion, complimentary closing/signature.</p> <p><i>Mechanics and Grammar</i> 6.) Exhibits severe problems in one or more of the following areas: organization, clarity in writing, grammatical/mechanical errors.</p> <p><i>Civic Engagement</i> 7.) Achieves personally responsible level of civic engagement by conducting limited research to keep informed on contemporary issue.</p>

