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