

## Letter of Introduction to the Judges Rubric

<b>WRITING CONVENTIONS &amp; STYLE (30%)</b>			
<b>Distinguished</b>	<b>Proficient</b>	<b>Apprentice</b>	<b>Unacceptable</b>
<b>Exceeds Standard</b>	<b>Achieves Standard</b>	<b>Below Standard–Revisions Required</b>	
<ul style="list-style-type: none"> <li>• Block style letter format is followed <i>explicitly</i></li> <li>• Writer’s voice is <i>consistently</i> evident</li> <li>• Writer <i>consistently</i> uses formal, concise language</li> <li>• Sentence structure is <i>consistently</i> polished</li> <li>• Mechanical and typo-graphical errors are <i>rare</i></li> </ul>	<ul style="list-style-type: none"> <li>• Block style letter format contains <i>minor</i> errors</li> <li>• Writer’s voice is <i>frequently</i> evident</li> <li>• Writer <i>frequently</i> uses formal, concise language</li> <li>• Sentence structure is <i>usually</i> polished</li> <li>• <i>Few</i> mechanical and typographical errors are present; none distract readers from the writer’s ideas</li> <li>• Correct greeting and salutation are used</li> </ul>	<ul style="list-style-type: none"> <li>• Block style letter format contains <i>frequent</i> and/or <i>major</i> errors</li> <li>• Writer’s voice is <i>infrequently</i> evident</li> <li>• Writer <i>infrequently</i> uses formal, concise language</li> <li>• Sentence structure is <i>sometimes</i> polished</li> <li>• Mechanical and typographical errors are <i>frequent</i> and/or <i>intrusive</i></li> <li>• Incorrect greeting and salutation are used</li> <li>• Little evidence of editing is present.</li> </ul>	<p>Comments:</p>
<b>CONTENT (70%)</b>			
<ul style="list-style-type: none"> <li>• Education and personal information enhances the reader’s understanding of the proposal.</li> <li>• Articulates <i>clear and concise</i> information on project selection process</li> <li>• Articulates <i>clear and concise</i> information on learning stretch</li> <li>• Articulates <i>clear and concise</i> reflections and thoughts on project</li> <li>• Articulates <i>clear and concise</i> thanks to the judges</li> <li>• Conclusion <i>effectively</i> brings closure to the letter.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter contains 2 content paragraphs.</li> <li>• Education and personal information assists the reader’s understanding of the proposal.</li> <li>• Articulates <i>clear</i> information on project selection process</li> <li>• Articulates <i>clear</i> information on learning stretch</li> <li>• Articulates <i>clear</i> reflections and thoughts on project</li> <li>• Articulates <i>clear</i> thanks to the judges</li> <li>• Conclusion <i>adequately</i> brings closure to the letter.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter contains fewer than 2 content paragraphs.</li> <li>• Education and personal information does not assist the reader’s understanding of the proposal.</li> <li>• Does not articulate <i>clear</i> information on project selection process</li> <li>• Does not articulate a <i>clear</i> learning stretch</li> <li>• Does not articulate <i>clear</i> reflections and thoughts on project</li> <li>• Does not articulate a <i>clear</i> thanks to the judges</li> <li>• Conclusion does <i>not adequately</i> bring closure to the letter.</li> </ul>	<p><b>If <u>any</u> item is checked off in this column, the Letter of Introduction to Judges is considered “Below Standard.”</b></p> <p>Letter does not include the following:</p> <ul style="list-style-type: none"> <li>• Education and personal information</li> <li>• Project selection process</li> <li>• Learning stretch</li> <li>• Reflections and thoughts</li> <li>• Thank you to the judges</li> <li>• Block style format</li> <li>• Is not on NHS SP letter head</li> <li>• Information is included that is not relevant to the assignment</li> </ul>

**Conventions & Style = \_\_\_\_\_      Content = \_\_\_\_\_      Final Grade = \_\_\_\_\_**