

# Rubric for Letters

Position on issue is clearly stated \_\_\_\_\_/10

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Letter contains specific facts and details to support the opinion \_\_\_\_\_/20

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The opposing viewpoint is considered and refuted \_\_\_\_\_/10

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Maintains a clear, consistent stand from start to finish \_\_\_\_\_/10

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Logically organized \_\_\_\_\_/10

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Speaks in an original, engaging voice, using an appropriate tone \_\_\_\_\_/10

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Is convincing \_\_\_\_\_/10

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There are no mechanical/grammatical problems \_\_\_\_\_/10

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Business letter format is followed \_\_\_\_\_/10

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**Total Score** \_\_\_\_\_/100

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