

**Introductory Letter**  
**Grading Rubric**

Name \_\_\_\_\_

Period \_\_\_\_\_

\_\_\_\_\_ 18 pts. At least three parts

1. personal info (where you've lived, interests, friends, family)
2. school experience (including what you have learned, liked, or disliked in your English classes)
3. goals for the future (short-term, long-term, for this class, high school, college, career)

\_\_\_\_\_ 12 pts. Neatness

Typed: \*black ink only

\*Font—Times New Roman, Size 12

\*Double-spaced (avoid single spacing and added space between paragraphs)

\*Do not print on back

\*MLA Format: heading, title, 1" margins

**Penalties**

- \_\_\_\_\_ pts.
- a. The letter is not 5 paragraphs / 2 typed pages
  - b. The letter does not follow proper letter format: salutation and closing
  - c. The rubric was not submitted with letter
  - d. The letter contains abbreviations like &, b/c, and w/o.
  - e. The letter was not submitted to TurnItIn.com on time.

Total

\_\_\_\_\_ out of 30

**Due Monday, August 14**

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