

**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—but please do not disparage past teachers by name)
3. goals for the future (for example: short-term, long-term, 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)

\*Printed only on front of page, not on back

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

**Penalties**

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

Total

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

**Due Tuesday, August 25 (Periods 1, 3, 7)**

**Due Wednesday, August 25 (Period 4)**

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