

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 at least 3 paragraphs / at least 2 typed pages
 - b. The letter must follow proper letter format: salutation and closing
 - c. The letter must not contain abbreviations like &, b/c, and w/o.
 - d. The letter must be submitted to Teams on time.

Total

_____ **out of 30**
