

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. Format

- Typed:
1. black text only
 2. Font—Times New Roman, Size 12
 3. Double-spaced (avoid single spacing and added space between paragraphs)
 4. MLA Format: heading, title, 1" margins
 5. Letter salutation and closing

Baseline requirements

- _____ pts.
1. The letter must be at least 5 paragraphs / at least 2 typed pages (no more than 4)
 2. The letter must not contain abbreviations like &, b/c, and w/o.
 3. The letter must demonstrate proper capitalization
 4. The letter must avoid excessive grammar errors.
 5. The letter must be printed only on the front of the paper.

Total: _____ out of 30

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