

Introductory Letter

Grading Rubric

Name _____

Period _____

_____ 60 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)

_____ 40 pts. Format

Typed: *black text only

*Font—Times New Roman, Size 12

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

*MLA Format: heading, title, 1" margins

Penalties

- _____ pts.
- a. The letter must be at least 5 paragraphs / at least 2 typed pages (no more than 4)
 - b. The letter must follow proper letter format: salutation and closing
 - c. The letter must not contain abbreviations like &, b/c, and w/o.

Total

_____ out of 100
