

Introductory Letter Rubric

Name: _____

5- Advanced 4- Proficient 3- Basic 2- Minimal 1- Attempted 0- Not Evident
 3- Advanced/Proficient 2- Basic 1- Minimal/Attempted 0- Not Evident

Introduction (includes salutation and thesis or introductory sentence)	5 4 3 2 1 0
	Comments:
Evidence & Claims (includes an explanation of where you are and where you want to be – this may include background in large animal science, why you took the class, what you want to gain from the class, course goals, life goals, etc. – each will be supported with detail and evidence to fully explain yourself)	5 4 3 2 1 0
	Comments:
Conclusion (restates writing purpose, main points and action statement – “now what”) Addresses Writing Purpose Reflects Main Points Reflects Contradictions to Opposing Views	5 4 3 2 1 0
	Comments:
Conventions (Grammar, Spelling)	3 2 1 0
Letter Format/Professionalism	2 1
TOTAL: ____/20	

DUE FRIDAY at 5:00 P.M.