

Name: _____ Period: _____ Date: _____

Rubric for Professional Letter

Task Description: (Teacher may explain specific assignment in this space.)				
Criteria	4	3	2	1
Organization	Structure of work is clearly developed.	Structure is developed well, but lacks clarity.	Structure is present, but poorly developed.	Complete lack of structure
Tone of Letter	Tone is consistent and professional.	Tone is developed but weak.	Tone is inconsistent and unprofessional.	Tone is not appropriate for audience.
Paragraph Structure	Paragraph structure is accurate and effective.	Paragraphs are structured, with minor errors present.	Paragraph structure is weak and ineffective.	Paragraphs have no structure.
Grammar & Spelling	Grammar and spelling are correct.	1-2 grammar and spelling errors are present.	3-4 grammar and spelling errors are present.	5+ grammar and spelling errors are present.
Punctuation	Punctuation is correct.	1-2 punctuation errors are present.	3-4 punctuation errors are present.	5+ punctuation errors are present.
Total				
Overall Total				

4 = 20 pts.

3 = 15 pts.

2 = 10 pts.

1 = 5 pts.

Name: _____ Period: _____ Date _____

Rubric for College Poster

Task Description: (Teacher may explain specific assignment in this space.)				
Criteria	4	3	2	1
Layout	Layout of work is easy to read.	Layout is developed well, but lacks clarity.	Layout is poor and confusing.	No layout is present.
Information	Information is present, correct, and relevant.	Most information is present. All is correct and relevant.	Information is missing. Some information is incorrect or irrelevant.	Information is missing, incorrect, or irrelevant.
Neatness	Poster is neat and easy to read.	Poster is neat, but difficult to read in some areas.	Poster is messy and difficult to read.	Poster is unreadable.
Grammar & Spelling	Grammar and spelling are correct.	1-2 grammar and spelling errors are present.	3-4 grammar and spelling errors are present.	5+ grammar and spelling errors are present.
Punctuation	Punctuation is correct.	1-2 punctuation errors are present.	3-4 punctuation errors are present.	5+ punctuation errors are present.
Total				
Overall Total				

4 = 20 pts.

3 = 15 pts.

2 = 10 pts.

1 = 5 pts.