

<p>Exceptional</p> <p style="font-size: 2em; text-align: center;">6</p> <p>Meets The Standard</p>	<p>An exceptional letter</p> <ul style="list-style-type: none"> • has a clear, thoughtful, and consistent focus and covers all necessary information. • has a logical organization. • uses transitions to connect ideas. • supports ideas with detail, examples, and/or other evidence without padding. • exhibits well-formed sentences varying in structure. • exhibits a rich vocabulary including precise language appropriate for the purpose and audience of the letter. • contains almost no errors in usage, mechanics, and spelling. • contains all parts of the letter: heading/inside address/salutation/body/closing (no signature).
<p>Commendable</p> <p style="font-size: 2em; text-align: center;">5</p> <p>Meets The Standard</p>	<p>A commendable letter has the same general features of organization and elaboration as a 6-point letter, but it represents a somewhat less accomplished performance. A commendable letter</p> <ul style="list-style-type: none"> • lacks the depth and sophistication of a 6-point letter in presenting ideas and supporting evidence. • exhibits appropriate sentence variety and vocabulary but without the control and richness of a 6-point letter. • contains a few errors in usage, mechanics and spelling. • contains all parts of a letter.
<p>Proficient</p> <p style="font-size: 2em; text-align: center;">4</p> <p>Meets The Standard</p>	<p>A proficient letter</p> <ul style="list-style-type: none"> • has a fairly clear focus that may occasionally become obscured because the writer may not fully understand what he or she is trying to say. • shows an organizational pattern, but relationships between ideas sometimes may be difficult to understand. • Contains supporting evidence that may lack effect and so only superficially develops ideas. • has complete and varied sentences most of the time. • contains some errors in usage, mechanics, and spelling which do not confuse meaning. • contains all parts of the letter.

<p>Basic</p> <p style="font-size: 2em; text-align: center;">3</p> <p>Meets The Standard</p>	<p>A basic letter</p> <ul style="list-style-type: none"> • has a vague focus and so may contain irrelevant details. • shows an attempt at organization but with few clear connections between ideas. • lacks some important supporting information or the information does not always support ideas. • shows little sentence variety. • contains several serious errors in usage, mechanics, and spelling which cause some distraction and confusion about meaning. • contains all parts of the letter.
<p>Limited</p> <p style="font-size: 2em; text-align: center;">2</p> <p>Does Not Meet The Standard</p>	<p>A limited letter</p> <ul style="list-style-type: none"> • has a topic but does not include any elaboration. • lacks plausible support for ideas. • shows limited word choice. • contains serious and numerous errors in usage, mechanics, and spelling which lead to confusion about meaning. • does not contain all parts of the letter.
<p>Minimal</p> <p style="font-size: 2em; text-align: center;">1</p> <p>Does Not Meet The Standard</p>	<p>A minimal letter</p> <ul style="list-style-type: none"> • minimally addresses the topic and lacks a discernible idea. • has only a few simple sentences. • shows minimal word choice. • may be incoherent and/or has serious errors in almost every sentence. • does not contain all parts of the letter.