

Letter of Concern - Letter to a Government Official

Teacher Name: **Mrs. Popple**

Student Name: _____

Expectations Achieved:

- A) Personal Action: analyse a civic issue of personal interest and develop a plan of action to address issue
- B) analyse responses, at the local, national, and international levels, to civic issues that involve multiple perspectives and differing civic purposes
- C) demonstrate an understanding of the various ways in which decisions are made and conflicts resolved in matters of civic importance, and the various ways in which individual citizens participate in these processes
- D) apply appropriate inquiry skills to the research of questions and issues of civic importance

CATEGORY	4	3	2	1
Content Accuracy /Research/ Facts presented - Knowledge & Understanding of Content KU	The article contains numerous accurate facts about the topic. The reader knows much about the topic after reading the letter.	The article contains some excellent accurate facts about the topic. The reader is quite aware of the topic after reading the letter.	The article contains a few excellent accurate facts about the topic. The reader is left with a few questions on the topic after reading the letter.	The article contains very few excellent accurate facts about the topic. The reader is left with numerous questions on the topic after reading the letter.
Sentences & Paragraphs - Expression & organization of ideas and information was clear & logical. Formatting of a letter. COMM	Sentences and paragraphs are complete, well-constructed and of varied structure. The format was excellent.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well. The format of the letter was well done.	Most sentences are complete and well-constructed. Paragraphing needs some work. The format of the letter needed some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work; which made it difficult to follow the purpose of the letter. The format of the letter was difficult to follow.
Use of processing and planning skills to explain the situation TI	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
Applies knowledge and skills of writing a newspaper report (Uses proper formats and includes all requirements) APP	The author creates an excellent letter with several detailed paragraphs, quotes and opinions. Topics and examples were very effective and relatable to the topic.	The author creates a good letter with detailed paragraphs, and details and opinions. Topics and examples were effective and relatable to the topic.	The author creates a good letter with some detailed paragraphs and opinions. Topics and examples were somewhat effective and somewhat relatable to the topic.	The author creates a weak letter with only some detailed paragraphs and opinions. Topics and examples were not effective and were difficult to relate to the topic.