Teacher: Miss Wo	od
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Student Name: \_\_\_\_\_

	4 – Meets expectations	3 - Basic	2 – Needs Improvement	1 - Unsatisfactory
Letter Format	Six components completed and in the correct locations.	Five components completed and in the correct locations.	Four components completed and in the correct locations.	Three or less components completed and in the correct locations.
Reasons and Support	Three or more reasons are stated with two or more facts supporting each reason.	Two reasons are stated with two facts supporting each reason.	Two reasons are stated with one fact supporting each reason.	One or less reason is stated with one or less fact supporting the reason.
Mechanics and Grammar	Three or less punctuation, spelling, or grammatical errors.	Four punctuation, spelling, or grammatical errors.	Five punctuation, spelling, or grammatical errors.	Six or more punctuation, spelling, or grammatical errors.

Points Earned:		out of $12 =$		or		%
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