

Advanced Writing Project Rubrics

Dear John/Jane Letter (Semi-formal personal letter)

	1	2	3	4
Cohesion Conciseness Clarity (3 C's)	Sentences and paragraphs are put together haphazardly. Little or no use of transition devises. Elements seem to have been put together by random resulting in lack of meaning.	Some serious problems with cohesion resulting in frustration for the reader and/or a need to reread the piece. Writing is communicative, but cohesion issues result in choppy reading.	Some minor problems with cohesion, but they generally do not result in interference. Overall, the paragraph structure and the relationships between sentences and paragraphs is clear, but minor stylistic issues exist.	Easy to understand. Few if any unnecessary words. Sentences and paragraphs flow easily. Excellent use of transition devises such as conjunctions and logical connectors.
Introduction Body Closing	Nearly complete lack of structure expected in a semi-formal personal letter.	Very awkward construction with abrupt transitions between letter segments.	Generally good overall introduction, body, and closing.	Excellent introduction, body, and closing.
Grammar Vocabulary Syntax	Numerous local and global errors resulting in profound confusion of meaning. Many improper uses of vocabulary. Very poor syntax.	Maybe a few global errors but there are numerous local errors resulting in difficult reading. Some improper uses of vocabulary. Rough syntax.	No global errors but a few local errors. Very few if any mistakes in vocabulary. Reasonably good syntax does not interfere with reading.	No global errors and very few if any local errors. Excellent use of vocabulary enhances meaning. Nearly standard syntax allows for smooth reading.