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| Student name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **4** | **3** | **2** | **1** |
| **Presentation** | Student is enthusiastic and is able to read their letter fluently. Student listens to other presentations closely. | Student is enthusiastic and is able to read their letter with little help. Student listens to other presentations. | Student is able to read their letter with some help. Student listens sometimes to other presentations. | Student needs lots of help when reading their letter and is does not listen to other presentations. |
| **Visual Aid** | Student’s visual aid is neat, relevant to their topic or argument, and creative. | Student’s visual aid is neat, mostly relevant to their topic or argument, and creative. | Student's visual aid is mostly neat, and somewhat relevant to their topic or argument. | Student’s visual aid is messy and/or not relevant to their topic or argument. |
| **Persuasive Elements (Main Argument, supporting details, Appropriate Audience)** | Student identifies their position or purpose, is writing to an appropriate audience, and provides three or more strong arguments to persuade others. | Student identifies their position or purpose, is writing to an appropriate audience, and provides at least three relevant arguments to persuade others. | Student’s position or purpose is sometimes clear, is writing to an appropriate audience, and some arguments are relevant. | Student’s position or purpose is unclear. Arguments do not support their position. |
| **Conventions** | Student uses complete sentences, correct punctuation and spelling all of the time. | Student uses complete sentences, correct punctuation and spelling most of the time. | Student uses complete sentences, correct punctuation and spelling some of the time. | Student uses complete sentences, correct punctuation and spelling rarely. |
| **Letter Format** | Student has as a date, salutation, body, appropriate closing, and a signature. | Student has 4 out of 5 letter elements present.  (Date, salutation, body, appropriate closing, signature.) | Student has 3 out of 5 letter elements present. | Student has 1-2 letter elements present. |