

Letter-Writing: Diaper Dilemma Letter Rubric

Teacher Name: _____

Student Name: _____

CATEGORY	4	3	2	1
Neatness	Letter is typed, clean, and is easy to read with no distracting error corrections. It was done with pride.	Letter is neatly hand-written, clean, and is easy to read with no distracting error corrections. It was done with care.	Letter is typed. It may have 1-2 distracting error corrections. It was done with some care.	Letter is typed. It may have several distracting error corrections. It looks like it was done in a hurry or stored improperly.
Format	Complies with all the requirements for a business letter.	Complies with all but one of the requirements for a business letter.	Complies with several of the requirements for a business letter.	Complies with less than 75% of the requirements for a business letter.
Sentences & Paragraphs	Sentences and paragraphs are complete, well-constructed and of varied structure.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Procedure Accuracy	The letter contains a clear and concise method of how the data was obtained. The procedure is well documented and there are no errors with the procedure.	The letter contains a method of how the data was obtained; however, there are errors with the scientific method used.	The letter contains a vague description of the procedure used and of how the data was obtained.	The letter contains an unclear method of how the data was obtained.
Data	There is data from 3 procedures to support your claim. There is a graph.	There is data from 2 procedures to support your claim. There is a graph.	There is data from 1 procedure to support your claim. There is a graph.	There is data from 1 procedure to support your claim. There is no graph.
Decision	A decision as to which diaper is best is stated with lots of supporting evidence.	A decision as to which diaper is best is stated with some supporting evidence.	There is some evidence but no decision is made on which diaper would be best for the hospital to use.	A decision as to which diaper is best is stated with no supporting evidence.