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|  | 2pts. | 1pt. | 0 pts. |
| Spelling/Grammar | Very few spelling mistakes, if any | Some spelling mistakes, but took risks with difficult words. | Many spelling mistakes that could have been avoided. |
| Sentence Structure | Sentences follow structure rules (subject/predicate) that we covered in class | Sentence structure has some mistakes, but the point gets across. | Many mistakes in sentence structure, point is unclear. |
| Content | Followed the 4 themes for each paragraph. | Followed the themes, but some information escaped into other paragraphs | Did not follow the themes, information is everywhere or did not touch on a theme at all. |
| Format | Followed the format of a letter (Dear…, From…, 4 paragraphs) | Somewhat followed the format, missing a paragraph or a signature. | Did not follow the format, does not resemble a letter, no separate paragraphs. |