

Student Name: _____

Number Assigned: _____

Program: (circle) **Transfer** **Career** **Certificate**

Legal Letters Grading Rubric

CRITERIA	POINT VALUE			TOTAL
	5/4 points	3/2 points	1/0 points	
Format of a business letter	<ul style="list-style-type: none"> · Contains all appropriate formatting requirements including addresses, salutation, reference line, date, spacing, and signature block 	<ul style="list-style-type: none"> · Includes some of the appropriate formatting requirements 	<ul style="list-style-type: none"> · Omits most or all necessary formatting requirements 	
Procedural content	<ul style="list-style-type: none"> · Relationship/representation explained · Instructions/plan set forth · Consequences of failing to follow plan explained 	<ul style="list-style-type: none"> · Includes some of the procedural content elements 	<ul style="list-style-type: none"> · Omits most or all necessary procedural content elements 	(x2)
Legal content-legal authority	<ul style="list-style-type: none"> · Applicable legal authority or law cited and or explained (legal reason for letter—ie collect a debt, statute, case law) 	<ul style="list-style-type: none"> · Includes or explains some legal authority 	<ul style="list-style-type: none"> · Little or no legal authority · Incorrect law cited 	
Legal content-application to the facts	<ul style="list-style-type: none"> · Law appropriately applied (reference to facts) 	<ul style="list-style-type: none"> · Law applied but with some errors 	<ul style="list-style-type: none"> · Substantial errors in the application of the law to the facts 	
Audience considered/Tone	<ul style="list-style-type: none"> · Appropriate use of legalese · Appropriate respect and decorum applied · Language appropriate to audience 	<ul style="list-style-type: none"> · Legalese mostly appropriately applied · Appropriate respect and decorum mostly applied · In most cases language appropriate to audience 	<ul style="list-style-type: none"> · Inappropriate use of legalese · Inappropriate respect and decorum applied · Language inappropriate to audience 	

Ethics	· Letter contains no ethical issues such as unauthorized practice of law or breach of confidentiality	· Letter contains one or more ethical issues	Letter contains many ethical issues	
Writing	· Produces clear and well-organized writing that responds appropriately using standard American English · Complete sentences · Accurate spelling, punctuation, and capitalization	· Produces mostly clear and well-organized writing that mostly responds appropriately using standard American English · Mostly grammatically correct	· Writing is not clear or well-organized and/or does not respond appropriately using standard American English · Fragment or run on sentences · Incorrect grammar, punctuation and spelling	
Critical Thinking	· Properly evaluated the evidence and data relevant to the assignment	· Evaluated some of the evidence and data relevant to the assignment	· Failed to properly evaluate the evidence and data relevant to the assignment	
Computer Fluency	· Used word processing software applications to produce a properly formatted document with no errors or only minor errors	· Used word processing software applications to produce a document containing some significant errors	· Failed to use word processing software applications to produce a properly formatted document and/or produced a document containing many significant errors.	
OVERALL TOTAL				
OVERALL PERCENTAGE SCORE = OVERALL TOTAL ÷ 55(Number of possible points)				

Instructor Comments: