

Scale		Levels of Proficiency		Name	Assignment Title	Date	Subject
5	Strong	<input type="checkbox"/> Proficient	Score 4's or higher on all traits in a high school level essay				
4.5	Between a 4 and 5	<input type="checkbox"/> Proficient with Honors	Score 4.5's or higher on all traits in a high school honors-level essay.				
4	Competent	<input type="checkbox"/> Proficient with High Honors	Score 5's on all traits in a high school high-honors-level essay.				
3.5	Between a 3 and 4						
3	Developing						
2.5	Between a 2 and 3						
2	Emerging						
1	Not Yet						
Teachers: Indicate the correct score by circling the correct number or checking the correct column for a half-point increment.				Teacher			Advisor

6+1 Traits™ Evaluation of a Business Letter or Letter of Inquiry

Ideas and Content							Organization							Voice																							
5		4		3		2		1		5		4		3		2		1		5		4		3		2		1									
<ul style="list-style-type: none"> Purpose is clear and focused Relevant, accurate details/evidence are provided Reader's questions are anticipated and answered 							<ul style="list-style-type: none"> Order and structure of information is clear and compelling Body of the letter is clearly organized into three parts: introduction, explanation, and conclusion. Introductory paragraph explains the writer's subject and purpose for writing (a need for information, resolution of a problem, etc.) Explanatory paragraph(s) develops a complete and logical description of the situation or issue Concluding paragraph describes the reader's expected action in response to the letter (what, when, and how) Effective transitions tie ideas together 							<ul style="list-style-type: none"> Tone adds interest to the message and is appropriate for purpose and audience Reader feels a strong interaction with the writer, sensing the person behind the words 																							
Word Choice							Sentence Fluency							Conventions																							
5		4		3		2		1		5		4		3		2		1		5		4		3		2		1									
<ul style="list-style-type: none"> Words are appropriate for the audience and purpose Words are used accurately Language is natural, not overdone Striking words and phrases enhance meaning Active verbs and precise nouns are used 							<ul style="list-style-type: none"> Sentences are constructed to enhance meaning Sentences vary in length as well as in structure Purposeful, varied sentence beginnings add energy Creative and appropriate connectives are used Writing has effective cadence 							<ul style="list-style-type: none"> Spelling is correct Punctuation and capitalization are correct Grammar and usage are correct Sentence structure is accurate Paragraphing is sound 																							
Presentation							Teacher Comments																														
5		4		3		2		1																													
<ul style="list-style-type: none"> Appropriate fonts and font sizes are used Use of white space is visually appealing Writer uses the full block style to format letter Standard elements of a business letter are included in the following order: <ul style="list-style-type: none"> > Heading/Personal Address > Date > Inside address > Salutation > Body > Closing > Signature > Typed name > Title (if applicable) 																																					
The Writing Process							The writer shows evidence of using the writing process (check all boxes that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Prewriting <input type="checkbox"/> Drafting <input type="checkbox"/> Revising <input type="checkbox"/> Editing <input type="checkbox"/> Publishing 																														

Graduation Requirement in Communication: Writing Portfolio