

	Beginning (Oops!) +	Consolidating (Getting Better!)++	Proficient (Really Good!) +++	Advanced (Out of this world!)++++
Letter Structure	I have not included very few of the following features - addresses in the correct position; date; appropriate greeting; my letter is organized into paragraphs; appropriate ending	I have included some of the following features - addresses in the correct position; date; appropriate greeting; my letter is organized into paragraphs; appropriate ending	I have included most of the following features - addresses in the correct position; date; appropriate greeting; my letter is organized into paragraphs; appropriate ending	I have included all of the following features – addresses in the correct position; date; appropriate greeting; my letter is organized into paragraphs; appropriate ending
Introduction	I have written a very basic introduction	I have introduced myself and stated the issue	I have introduced myself, stated the issue and stated my position clearly	I have introduced myself, stated the issue and stated my position clearly; I have grabbed the readers attention through use of carefully chosen vocabulary, techniques and phrases
Main Arguments	For each paragraph I have stated my argument without backing them up with examples	For each paragraph I have stated my argument in the opening sentence; supported this with some simple examples and evidence; included some of the persuasive language features from my checklist	For each paragraph I have stated my argument clearly in the opening sentence; supported this with clear examples and evidence; included several of the persuasive language features from my checklist	For each paragraph I have stated my argument clearly in the opening sentence; supported this with informative and interesting examples and evidence; included highly effective persuasive language features from my checklist; chosen vocabulary for impact
Conclusion	My conclusion is not clear and does not restate the main points of my arguments	In my conclusion I have restated and summarized some of my arguments	In my conclusion I have restated and summarized my arguments in a clear and concise way	In my conclusion I have restated, summarized and reinforced my arguments in a clear way; I have used language that will encourage a response from the reader to my arguments;