**Scoring Guide for Letters to the Editor**

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| **Categories** | **Exemplary** | **Proficient** | **Needs Development** | **Does Not Meet Expectations** |
| **Focus** | The letter is tightly focused on the issue or issues raised in the editorial, article, or opinion piece to which it responds. | The letter focuses on an issue or issues raised in the editorial, article, or opinion piece to which it responds. | The letter discusses an issue or issues raised in the editorial, article, or opinion piece to which it responds but may be unclear or vague as to its focus. | The letter fails to clearly address an issue raised in the article. |
| **Word choice, including the use of text from the article** | The letter uses words effectively and efficiently and quotes key words and phrases from the article. | The letter uses words accurately and effectively. | The letter is sometimes repetitive or vague in language. | The letter is vague, repetitive, or confusing. |
| **Argument and support, including the use of ethos, pathos and logos** | The letter makes a clear point or points and provides convincing support for those points, including logical, emotional, and/or ethical appeals. | The letter makes a clear point or points and provides support for those points. | The letter does not make a clear point or does not provide support for its points. | The letter fails to make a clear point. |
| **Grammar and Mechanics** | There are no grammatical or mechanical errors. | Grammatical or mechanical errors, if present, are minor. | Grammatical or mechanical errors inhibit communication. | Grammatical and mechanical errors confuse and distract the reader. |

**Use the following marks** for annotation when physically writing on the letter. Score the letter above *after* annotating:

* **F** = Focus (A very specific point is made that is clear and understandable)
* **WC!** = Word choice praise (Use this to point out an effective choice in words/phrasing)
* **WC?** = Word choice confusion (Use this to point out faults in repetition or vague language)
* **A** = Argument (Thesis or other claims)
* **S** = Support (Evidence from the text or from personal experience)
* **E** = Ethos
* **P** = Pathos
* **L** = Logos
* **GM** = Grammar and mechanics (Spelling, sentence structure, punctuation, etc.)
* **?** = A point of confusion (You can use this with any mark above to signal that you are confused)

Make sure to explain each “mark” you use in your annotations in the margins in **a few words**. (The writer won’t know what confused you if you aren’t specific about *what* you are marking and *why* you are marking it)