

|                            |       |        |
|----------------------------|-------|--------|
| <b>Introductory Letter</b> | Name: | Group: |
|----------------------------|-------|--------|

| <b>Ideas:</b> In a well-written letter like this, the writer should... |          |          |          |          |  |
|--|----------|----------|----------|----------|--|
| • introduce themselves   |          |          |          |          |  |
| • their purpose in writing   |          |          |          |          |  |
| • their relevant qualities   |          |          |          |          |  |
| • elaborate on those qualities   |          |          |          |          |  |
| • demonstrate the relevance of those qualities                         |          |          |          |          |  |
| <b>AA</b>  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> |  |

| <b>Organization:</b> A well-written letter should include... |          |          |          |          |  |
|--|----------|----------|----------|----------|--|
| • the current date, writer's address and an addressee        |          |          |          |          |  |
| • an introductory paragraph                                  |          |          |          |          |  |
| • a body paragraph   |          |          |          |          |  |
| • a concluding paragraph                                     |          |          |          |          |  |
| • a thank you and a signature                                |          |          |          |          |  |
| <b>AA</b>  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> |  |

| <b>Conventions:</b> |          |          |          |          |    |  |
|---------------------|----------|----------|----------|----------|----|--|
|                     | 0 errors | 1-2      | 3-4      | 5-6      | 7+ |  |
| Vocabulary          | 0 errors |          |          |          |    |  |
| Punctuation         | 0 errors |          |          |          |    |  |
| Grammar             | 0 errors |          |          |          |    |  |
| Syntax              | 0 errors |          |          |          |    |  |
| Spelling            | 0 errors |          |          |          |    |  |
| <b>AA</b>           | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> |    |  |