



Letter of Introduction	Name	Number
<input type="checkbox"/> Attained <input type="checkbox"/> Developing <input type="checkbox"/> Needs improvement		

Ideas & content	Attained	Developing	Needs improvement
<b>Audience &amp; purpose :</b> A letter written to a specific employer in order to attain employment.			
<b>Genre &amp; tone:</b> A <u>formal</u> letter of introduction in conventional business format.			
<b>Details &amp; description:</b> At least three qualities appropriate to the position, with anecdotes and elaboration.			

Structure & organization	Attained	Developing	Needs improvement
Introduction :			
Body :			
Conclusion :			
Paragraphing:			
Transitions :			

Vocabulary & word choice	Attained	Developing	Needs improvement
<input type="checkbox"/> Uses a correct and accurate word choice <input type="checkbox"/> Uses an appropriate & subject-specific vocabulary <input type="checkbox"/> Uses a rich and varied word-choice with little repetition			

Sentence fluency	Attained	Developing	Needs improvement
<input type="checkbox"/> Uses a variety of sentence lengths <ul style="list-style-type: none"> <li>○ Avoids run-on sentences</li> <li>○ Avoids sentence fragments</li> </ul> <input type="checkbox"/> Revises for sense <input type="checkbox"/> Revises for sound			



Spelling	Attained	Developing	Needs improvement
<input type="checkbox"/> Uses conventional English-Canadian spelling <input type="checkbox"/> Revises for missing letter(s) <input type="checkbox"/> Revises for homophones <input type="checkbox"/> Revises contractions/apostrophes			

Grammar & punctuation	Attained	Developing	Needs improvement
<b>Grammar</b> <input type="checkbox"/> Uses capitals <input type="checkbox"/> Uses correct and consistent verb conjugation <input type="checkbox"/> Uses singulars & plurals correctly <input type="checkbox"/> Uses subjects and verbs that agree <input type="checkbox"/> Uses appropriate prepositions			
<b>Punctuation</b> <input type="checkbox"/> Uses commas ( , ; ) correctly <input type="checkbox"/> Uses periods ( . ? ! ) correctly <input type="checkbox"/> Uses dialogue/quotation marks ( " ... " ) correctly			

Comment(s)