

English 11, Learning Guide 17
Letter to Author

NAME: _____

DATE: _____

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| 6 | <p>This superior response is clear and complete, shows a correct use of business letter format and is submitted with at least two credible research sources for the author attached. It demonstrates a superior control of language and sentence structure, but need not be error free.</p> <ul style="list-style-type: none"> • Overall opinion and particulars of the novel communicated effectively, research sources used effectively to enhance the content of the letter • Language and tone clearly demonstrate a full understanding of context, audience, purpose • Specific questions proposed/suitable closing statement |
| 5 | <p>This effective response is clear, shows correct use of business letter format and is submitted with at least two credible research sources for the author attached. It demonstrates the use of Standard English; however, there may be minor errors that do not interfere with meaning.</p> <ul style="list-style-type: none"> • Overall opinion and particulars of the novel communicated effectively, research sources used to enhance the content of the letter • Language and tone demonstrate an understanding of context, audience, purpose • Specific questions proposed/suitable closing statement |
| 4 | <p>This competent response is generally clear. It attempts the correct use of business letter format. It generally demonstrates the use of Standard English including correct sentence structure. However, there may be omissions or errors that do not interfere with meaning.</p> <ul style="list-style-type: none"> • Opinions are sufficiently organized and communicated, research sources are present but may not be used to enhance the content of the letter • Language and tone generally demonstrate an understanding of context, audience, purpose • Questions proposed/suitable closing statement |
| 3 | <p>This adequate response may lack clarity and organization. It attempts the correct use of business letter format. Ideas are often simplistic and there are some lapses in the use of Standard English including sentence structure. Errors may interfere with meaning, but do not predominate.</p> <ul style="list-style-type: none"> • Opinions poorly communicated, may only include one research source which may or may not be used to enhance content of the letter • Includes some of the necessary details • Language and tone may be minimally acceptable for a business letter • Questions may be absent or vague/closing statement may be absent or unsuitable |
| 2 | <p>This inadequate response lacks clarity and organization. It fails to use correct business letter format. Ideas are often simplistic or incomplete. There are frequent lapses in use of Standard English including sentence structure. Errors predominate, and may interfere with meaning.</p> <ul style="list-style-type: none"> • Opinion may not be identified • Necessary details may be absent or vague • Closing statement may be absent or unsuitable • Language and tone may be inappropriate for a business letter • Demonstrates a lack of understanding of context, audience, purpose |
| 1 | <p>This response is unacceptable. An attempt to respond was made, but the product does not meet the purpose of the task. Significant information is omitted and the layout is inappropriate.</p> |
| 0 | <p>This response is off topic or unintelligible</p> |