The Great Canadian Mail Race: Rubric

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| **Content** | The purpose of the letter is unclear. Or, the letter is not engaging because of a lack of detail or description. | Either the purpose of the letter or detail are missing, making it difficult for the reader to follow along. | The letter establishes a purpose and engages the reader through the use of relevant details. | The letter establishes a purpose and engages the reader through the use of relevant details and descriptive language.  |
| **Salutation and Closing** | Salutation, closing, date school title and address are missing or are all not appropriate. | The following are missing or not appropriate: salutation, closing, date, school title or address. | Salutation, closing, date, school title and address are present and appropriate. | Salutation, closing, date, school title and address are present and original and engaging. |
| **Organization** | The letter is not written in a logical manner and no paragraphs were used; no organization is evident. There is no evidence of editing or revision. | The letter is mostly written in a logical manner, using paragraphs and sentences. There is some evidence of editing & revision. | The letter is organized in a logical manner using paragraphs and sentences. There is clear evidence of editing and revision. | Organized in a logical manner using paragraphs and sentences. There is clear evidence that the author has collaborated with more than one person during the editing and revision process. |
| **Spelling and Grammar** | Much of the letter has spelling and grammar mistakes throughout. | The letter has several spelling or grammar mistakes | There are a couple of spelling or grammar mistakes present. | There are no spelling or grammar mistakes. |