

Professional Writing #1 Grading Rubric

The following rubric was used when grading your first professional writing assignment.

<i>Points</i>	<i>Characteristics Evident in Letter</i>
10	The letter has correct grammar and spelling, clearly explains the procedure for comma placement, discusses the naming of large numbers, compares the large number from the magazine article to other large numbers to help the students put quantities in context, identifies the implausibility of the magazine article's fact, encourages the students' enthusiasm for learning mathematics.
9	The letter is missing a small piece from the criteria needed to receive 10 points.
7	The letter is missing a major piece of the criteria needed to receive 10 points. Examples of this would include: the letter doesn't identify the article's fact is implausible and doesn't put the large number in concrete context for 1st and 2nd grade students.
5	The letter is missing several major components needed to receive 10 points and/or involves serious factual or grammatical errors.
1	Little to no effort is demonstrated in the assignment.