

Senior Project Proposal Letter Rubric

Student Name _____

HR _____

Category	4	3	2	1
Application	Student submitted form on or before due date	Student submitted form within a week of due date	Student submitted form a month after due date	Student submitted form over a month after due date
Format	Complies with all the requirements of a friendly letter	Complies with almost all the requirements for a friendly letter	Complies with several of the requirements for a friendly letter	Complies with less than 75% of the requirements of a friendly letter
Grammar & Spelling	Writer has no errors in grammar or spelling	Writer makes 1-2 errors in grammar and/or spelling	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling
Capitalization & Punctuation	Writer makes no errors in capitalization and punctuation	Writer makes 1-2 errors in capitalization and punctuation	Writer makes 3-4 errors in capitalization and punctuation	Writer makes more than 4 errors in capitalization and punctuation
Length	The letter is 10 or more meaningful focused sentences	The letter is 8-9 sentences written in a focused manner	The letter is 5-7 sentences written in a generalized manner	The letter is less than 5 manner and/or unfocused
Neatness	Letter is typed, clean, not wrinkled and is easy to read with no distracting error corrections. It was done with pride	Letter is typed, clean, not wrinkled and easy to read with no distraction errors. It was done with care	Letter is typed, slightly crumpled or stained. It might have 1-2 distracting error corrections. Done with some care	Letter is typed but appears to have been stored improperly. May have several distracting errors. Done in a hurry or without much thought

TOTAL points _____ of 24