**Argument Rubric**

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| **Name:** |  | **Title:** | Dear Dr. Larson (Good) |



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| 4 | **Ideas** |
| The writing . . .   * includes a clear, effective opinion statement. * provides a variety of reasons to support the opinion statement. * effectively answers objections. | |
| 4 | **Organization** |
| * begins well by capturing the reader’s interest and providing the opinion statement. * effectively organizes the middle part. * focuses on one main reason in each middle paragraph. * ends well by reviewing the reasons and revisiting the opinion statement. | |
| 3 | **Voice** |
| * shows that the writer cares about the topic. * uses an appropriate emotional tone. | |
| 3 | **Word Choice** |
| * uses precise nouns and active verbs. | |
| 4 | **Sentence Fluency** |
| * uses a variety of sentence lengths and beginnings. * flows smoothly from one sentence to another. | |
| 4 | **Conventions** |
| * uses end punctuation and commas correctly. * correctly capitalizes first words and proper nouns. * avoids spelling errors. * correctly uses words *(there, they’re, their)*. | |

**Comments**: Your letter communicates a clear and concise message. The voice in your writing is polite but could be a bit more professional (“pretty busy” and “a lot of”). The first sentence in the last paragraph seems to fit better in the middle paragraph. Also, do not capitalize the second word of a closing (Yours sincerely, Yours truly, etc.).

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