Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hilda Black Grading Rubric

Content

1 Cheeseburger strategy: are all the parts there in the right order? (3 points)

2. Is development effective and clear? (5 points)

* Do opening and close effectively communicate that the bad news does not define the relationship?
* Do the reasons get Hilda to see it from writer’s POV?
* Is bad news clear, but gracious in tone?

Clarity

3. Are sentences effective? (5 points)

* Are they too stiff and formal?
* Is the tone warm & personal?
* Are they too weak and passive?
* Are they too long, wordy, and convoluted?

Correctness

4. Are usage and mechanics ok? (2 points)

* Typos, misspellings, agreement issues, danglers, punctuation