

Name _____

Hilda Black Grading Rubric

Content –13 points

1. Cheeseburger strategy: are all the parts there in the right order? (4 points)
2. Is development effective and clear? (9 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—12 points

3. Are sentences effective? (9 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? (3points)
 - Typos, misspellings, agreement issues, dangles, punctuation