



Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

Date: \_\_\_\_\_ Title of Work: \_\_\_\_\_

	Criteria				Pts.
	4	3	2	1	
<b>Position Statement</b>	Position is clearly stated and consistently maintained. Clear references to the issue(s) are stated.	Position is clearly stated and consistently maintained. References to the issue(s) at hand are <b>missing</b> .	Position is stated, but is <b>not maintained consistently</b> throughout work.	Statement of position <b>cannot</b> be determined.	_____
<b>Supporting Information</b>	Evidence clearly supports the position; evidence is <b>sufficient</b> .	Evidence clearly supports the position; but there is <b>not enough evidence</b> .	Argument is supported by <b>limited evidence</b> .	Evidence is <b>unrelated</b> to argument.	_____
<b>Organization</b>	Structure of work is <b>clearly</b> developed.	Structure developed reasonably well, but <b>lacks clarity</b> .	Some attempt to structure the argument has been made, but the structure is <b>poorly developed</b> .	There is a <b>total lack</b> of structure.	_____
<b>Tone Of Letter</b>	Tone is <b>consistent</b> and enhances persuasiveness.	Tone enhances persuasiveness, but there are <b>inconsistencies</b> .	Tone <b>does not</b> contribute to persuasiveness.	Tone is <b>inappropriate</b> to purpose.	_____
<b>Sentence Structure</b>	Sentence structure is <b>correct</b> .	Sentence structure is generally correct. Some <b>awkward sentences</b> do appear.	Work contains structural <b>weaknesses and grammatical errors</b> .	Work <b>pays little attention</b> to proper sentence structure.	_____
<b>Punctuation &amp; Capitalization</b>	Punctuation and capitalization are <b>correct</b> .	There is <b>one error</b> in punctuation and/or capitalization.	There are <b>two or three</b> errors in punctuation and/or capitalization.	There are <b>four or more</b> errors in punctuation and/or capitalization.	_____
				<b>Total</b>	_____

Notes and Comments: