**ELA B30 Letter of inquiry or request Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  |  | **Fully meeting expectations, with enriched understanding (EU)** | **Fully meeting grade level expectations (FM)** | **Mostly meeting grade level expectations (MM)** | **Not yet meeting grade level expectations (NY)** |
| **Message/Meaning** | **Purpose and required response** | You explain the purpose of your inquiry and the desired response in a way that is clear, directive but also engaging and respectful. You show understanding of the balance between directness and openness. | You explain what your inquiry is about and what the reader is supposed to do in response to the letter. Your purpose and instructions are clear as is your role. | You mostly clarify your purpose and the desired response. The reader may be left with one or two questions. Be sure that you invite someone to read your letter to ensure the purpose is as clear as it could be. | You are having trouble stating the purpose and desired response for your inquiry. Review the purpose of a letter of inquiry and your own purpose for writing it. How can you communicate your wishes clearly while still sounding flexible and respectful? |
| **Details and relevant information** | You include the necessary details in order for your request to be met. You can apply these skills to inquiries of increasing complexity. | You include the necessary details in order for your request to be met. | You include some details in order for your request to be met. Consider all important information your reader will need (Ex. Important dates, services, locations) | You are having trouble including necessary details in order for your request to be made. Visualize your reader working their way through your request…what do they need to know in order to be successful? |
| **Organization and Coherence** | **Follow standard format** | You confidently work with all aspects of a letter. You understand the purpose of this kind of writing and your organization attends to a strong and fluid presentation of your important message. | You have included all necessary parts of a letter. You have organized your message in such a way that you will be taken seriously. | With reminders, you have included all parts of a letter. Work on practicing this style of writing so you can remember the parts on your own. How you organize your message will affect how seriously you are taken. | You are having trouble with the parts of a letter. Look at examples to remind you of all the parts. Perhaps a checklist would help. Think about how you want to organize the things you need to say so it has the most impact. |
| **Style and Language Choices** | **Courteous and clear language** | You intuitively use language choices that add respect, richness, power and clarity to your message. You have stated your purpose while maintaining and courteous tone. | Your language choices are suitable to your message. You have used language effectively to maintain a respectful and courteous tone. | With help you choose some language that is suitable to your message. Explore new ways to express ideas respectfully. Spend time before writing exploring words and phrases. | You are having trouble choosing language that is suitable to your message. Think about how you can make choices for respectful communication. Spend time exploring examples of letters to get ideas. |

**Feedback:**