

**YTC CRITICAL THINKING RUBRIC- Regina Clawson**  
**Administrative Office Technology Department (AOT)**  
**Mailable Letter Rubric**

	<b>Advanced - 4</b>	<b>Competent - 3</b>	<b>Developing - 2</b>	<b>Elementary - 1</b>	<b>Score ____</b>
<b>Identify</b>	Given an unarranged letter, the student identifies all the steps to complete the task.	Given an unarranged letter, the student can identify most of the steps to complete the task.	Given an unarranged letter, the student fails to identify some of the appropriate steps to complete the task.	Given an unarranged letter, the student fails to identify any of the steps to complete the task.	
<b>Gather</b>	The student assembles all the information needed to properly format the letter.	The student assembles most of the information needed to properly format the letter.	The student assembles information but does not properly format the letter.	The student fails to assemble information on the appropriate type of letter.	
<b>Examine</b>	The student disseminates all the relevant elements, such as letter length, appropriate margins, and tab placement.	The student disseminates some relevant elements, such as letter length, appropriate margins, and tab placement.	The student fails to recognize relevant elements, such as letter length, appropriate margins, and tab placement.	The student disregards letter length, appropriate margins, and tab placement.	
<b>Formulate</b>	The student constructs a logical plan based on knowledge of how to format the letter.	The student constructs a plan based on some knowledge of how to format a letter.	The student constructs a plan based on incomplete knowledge.	The student cannot formulate a plan because the student does not have the formatting knowledge.	
<b>Apply</b>	The student creates a properly formatted mailable letter (including correct punctuation use).	The student produces an acceptable letter (mailable with reservations; includes mostly correct punctuation).	The student demonstrates marginal difficulty in producing a mailable letter and/or uses improper punctuation to a large degree.	The student is unable to produce a mailable letter.	
<b>Evaluate</b>	The student is able to accurately critique letter (by proofreading, editing) and produces a high-quality mailable letter with no errors. Student shows significant reflection of knowledge.	The student is able to adequately critique letter (by proofreading and editing); the student shows evidence of reflection upon some knowledge .	The student fails to accurately critique letter (errors in proofreading and editing); the student shows minimal reflection upon knowledge.	The student fails to critique letter with significant errors evident (no evidence of proofreading and editing); the student fails to reflect on previous correspondence knowledge.	

