

Informational Letter

"Nonfiction is never going to die" - Tom Wolfe

Pick a time when entertainment has gone too far and write a letter to a specific audience explaining the different risks. Remember, this is an informative letter so you should not be picking a side.

Format of the letter: 4 paragraphs -

Paragraph 1 - Introduction

- Hook the reader
- Introduce topic
- Thesis

Paragraph 2

- First risk with evidence and explanation

Paragraph 3

- Second risk (or preventative measure) with evidence and explanation

Paragraph 4 - Conclusion

- Wrap up letter

Common Sense Requirements

- Times New Roman, 12 pt. Font
- Double spaced
- In-text citations
- Letter format



Name: _____

9th Grade Informational Writing Rubric

	Highly Proficient	Proficient	Not Proficient
Introduction	<p>___/2 I can formally begin the letter by addressing a specific audience (Dear....)</p> <p>___/3 I can use one of the different types of hooks to hook my reader.</p> <p>___/5 I can introduce my topic by including at least 3 background sentences on the topic</p>	<p>___/1 I can informally begin the letter by addressing a specific audience</p> <p>___/2 I can hook my reader</p> <p>___/4 I can introduce my topic by including one or two background sentences</p>	<p>___/0 I did not begin my letter my addressing a specific audience</p> <p>___/0 I did not write a hook</p> <p>___/0 I did not introduce my topic with background sentences</p>
Thesis	<p>___/3 I can write an informative thesis so my audience knows what the letter is about</p> <p>___/2 I can include my thesis in the last sentence in the intro</p>	<p>___/2 I can write a thesis</p> <p>___/1 I can include my thesis in the intro but it isn't the last sentence</p>	<p>___/0 I did not include a thesis</p>
Evidence (Quotations)	<p>___/3 I can include two pieces of factual evidence</p> <p>___/2 I can use evidence that relates to my thesis</p>	<p>___/2 I can include at least one piece of factual evidence</p> <p>___/1 At least one of my pieces of evidence relates to my thesis</p>	<p>___/0 I did not use factual evidence</p> <p>___/0 I did not use evidence that relates to my thesis</p>
Explanation	<p>___/10 I can explain how my evidence relates to my thesis in great detail</p>	<p>___/6 I can only explain a little bit how my evidence relates to my thesis</p>	<p>___/0 I did not include any explanations</p>
Transitions	<p>___/5 I can include transitions in all my paragraphs (except intro)</p> <p>___/5 I can include topic sentences that transition to different topics for each body paragraph</p>	<p>___/4 I can include transitions in most of my paragraphs</p> <p>___/4 I can include topic sentences for at least one of my body paragraphs</p>	<p>___/0 I did not include any transitions</p> <p>___/0 I did not include any topic sentences</p>
Conclusion	<p>___/3 I can wrap up my letter by restating the thesis in different words</p> <p>___/2 I can end my letter formally by writing a salutation</p>	<p>___/2 I can wrap up my letter by restating the thesis</p> <p>___/1 I can informally end my letter by writing a salutation</p>	<p>___/0 I did not include a concluding statement</p> <p>___/0 I did not end my letter with a salutation</p>
Citations	<p>___/5 I can include two in-text citations</p>	<p>___/4 I can include at least one in-text citations</p>	<p>___/0 I did not include any in-text citations</p>
Conventions	<p>___/5 I can capitalize, punctuate, and spell correctly</p> <p>___/3 I can write sentences with fluency (complete and not run-on)</p> <p>___/2 I can use at least one semicolon or one colon, correctly, in my letter</p>	<p>___/4 I can capitalize, punctuate, and spell correctly most of the time</p> <p>___/2 I can write sentences with fluency most of the time</p> <p>___/1 I tried to use at least one semicolon or one colon but it is not correct</p>	<p>___/0 I struggle with capitalization, punctuation, and spelling correctly</p> <p>___/0 I struggle with sentence fluency</p> <p>___/0 I did not even attempt to use a semicolon or colon</p>