This is a checklist for an Introduction Letter accompanying Elkie Burnside’s webtext, “Transforming Writing Rubrics: Assessment and Reflection in Process-Based Courses,” published in *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 29(1), available at <https://praxis.technorhetoric.net/tiki-index.php?page=PraxisWiki%3A_%3ATransforming+Rubrics>

Introduction Letter Writer’s Checklist

Use the following checklist to check your final draft before submission.

# LAYOUT/FORMAT (10 points)

Author uses appropriate letter format

* Heading
* Inside address
* Salutation
* Subject line (optional)
* Body
* Complimentary closing
* Writer’s signature block
* End notations (as needed)
* Continuing pages (as needed)

# CONTENT/INFORMATION (20 points)

Author includes required content

* Purpose of the letter
* Area of specialization and other requested information
* Post-graduation plans and other requested information
* Previous communication background and other requested information
* Communication ability evaluation and other requested information
* Course expectations and overall attitude description
* Software experience and proficiency

# CITATION/REFERENCES

NOT REQUIRED

# DOCUMENT QUALITY (20 points)

* Below expectations

Information required is missing or some is not relevant to task; final product does not demonstrate understanding of rhetorical situation for task; grammar, spelling, or other structural errors prevent document from being understood

* Meets expectations

Information required is present and is mostly relevant to task; final product demonstrates understanding of rhetorical situation for task; some grammar, spelling, or other structural errors may be present but do not prevent the document from being understood

* Exceeds expectations

Information required is present, explicated clearly, and is directly relevant to task; final product demonstrates superior understanding of rhetorical situation for task; no grammar, spelling or other structural errors are present

Total: /50