

Multitrait Rubric for Letter Task: “Bulletin Trimestriel”

	Letter format	Content	Language Use
3	The letter includes all components and reflects the formal register.	The content of the letter accurately reflects the information in the grade report.	Excellent control of language features; well-chosen vocabulary and consistently correct use of appropriate verb tenses as well as agreement.
2	The letter includes most components and reflects the formal register, but a few components may be missing or be somewhat incorrect.	The content accurately reflects most of the information in the grade report, but is missing or misrepresents some information.	Adequate control of language features; appropriate vocabulary; meaning is communicated to the reader, but some incorrect use of verb tenses and agreement is apparent.
1	The letter is missing several key components or has many components presented incorrectly. Formal register is not reflected consistently.	The content does not consistently reflect the information in the grade report; significant information is missing or misrepresented.	Weak control of language features; inappropriate or minimal vocabulary; consistent errors in verb tenses and agreement exist that make it difficult for the reader to understand.