



Teacher Evaluation Tool for Webquests-**Writing a Friendly Request Letter**

Evaluation Criteria for Writing to a Friendly Request Letter (Check with your teacher to see if all of these criteria apply)

Health, Human Interest	The letter highlights a health issue(s) of interest to youth and conveys its/their importance. The arguments, organization and other features emphasize the actions that youth or others can take to prevent the health problem.	The letter conveys the importance of the health topic of interest to youth, but the elements of the letter do not effectively communicate the actions that youth or others can take to prevent the problem.	The letter addresses a health topic of interest to youth, but does not convey its importance, nor the actions that youth or others can take to prevent it.	The letter does not address an health topic or issue of interest to youth
Health Promoting Purpose	The letter suggests several health-promoting actions feelings/ attitudes/beliefs or understandings that youth are likely to remember or that others can take	The letter presents at least one action, feeling/attitude/belief or understanding that youth are likely to remember.	The health-promoting message is present within the letter , but not clearly defined or presented..	The health promoting purpose of the letter is not evident.
Organization, Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about..	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
Length	The letter is 10 or more sentences.	The letter is 8-9 sentences.	The letter is 5-7 sentences.	The letter is less than 5 sentences.
Nature of Sentences	Sentences and paragraphs are complete, well-constructed and of varied structure.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Grammar & Spelling	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.
Capitalization, Punctuation	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation.
Neatness	Letter is typed, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with pride.	Letter is neatly hand-written, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with care.	Letter is typed and is crumpled or slightly stained. It may have 1-2 distracting error corrections. It was done with some care.	Letter is typed and looks like it had been shoved in a pocket or locker. It may have several distracting error corrections. It looks like it was done in a hurry or stored improperly.