



## A Teacher Evaluation Tool for Webquests

### Evaluation Criteria for a Comment/Advocacy Letter

(See your teacher about how these criteria will be applied to your webquest)

Criteria	Four points	Three points	Two points	One point
Health, Human Interest	The letter demonstrates a thorough understanding of the health issue and its importance. The letter clearly explains what actions should be taken and why.	The letter demonstrates a good understanding of the health issue and its importance. The letter explains some actions that can be taken.	The letter identifies the selected health issue but does not state its importance. The letter does suggest at least one action.	The letter vaguely identifies the health issue, does not explain its importance and does not suggest any actions.
Addressee/Copies	The letter is addressed to the appropriate person, explains the issue in words and arguments relevant to that person and sends copies to all relevant people.	The letter is addressed to the appropriate person and explains the issue. Copies of the letter have been sent to some of the relevant people.	The letter is addressed to the appropriate organization but to the wrong individual. No copies have been sent.	The letter has been sent to the wrong person.
Arguments	The arguments used in the letter are factual and persuasive. The letter suggests alternatives. The letter notes positive and praiseworthy elements. A practical example is given and suggested first steps are identified.	The arguments are factual and well presented. The letter suggests some alternatives. The tone is constructive.	The arguments are personal and disorganized. The alternatives suggested are not well prepared. The tone of the letter is too aggressive or too vague.	The letter is disorganized and the arguments are not presented clearly. No alternative actions are suggested.
Grammar, punctuation, spelling, Style, Terminology	The letter is presented in proper business letter format. The salutation is correct. The grammar, punctuation and spelling are correct. The correct terms are used.	The letter is in the proper business letter format. The grammar and spelling are correct.	The letter is in the proper business letter format. There are a few grammar, punctuation or spelling mistakes.	The letter is not in the proper business letter format. The salutation has missing elements. There are several grammar, punctuation and spelling mistakes.