

Writing for Law Practice – Sparrow F 10 Contract rubric

PERFORMANCE GOAL	EXCEEDS (20-25)	MEETS – (11-19)	APPROACHES (0-10)
<p>Contract and letter</p> <p>Individual Work</p> <p>Goals:</p> <ul style="list-style-type: none"> • Use facts and law to effectively convey client's goals in a contract • Explain contract effectively to client in a letter 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes client's goals so long as they are consistent with applicable law <input type="checkbox"/> Conforms to applicable law in all contract provisions <input type="checkbox"/> Letter clearly explains the basis for the contract and any deviations from client's goals <input type="checkbox"/> Follows principles from text on organizing information and presenting it effectively <input type="checkbox"/> Supervising attorney would be comfortable using contract and letter 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes most of the client's goals <input type="checkbox"/> May have minor areas that conflict with applicable law <input type="checkbox"/> Letter is mostly effective in explaining the basis for the contract and any deviations <input type="checkbox"/> Mostly follows principles from text on using language, organization effectively <input type="checkbox"/> Supervising attorney would require some additional clarification, reorganization, and/or analysis before sending out. 	<ul style="list-style-type: none"> <input type="checkbox"/> Parts of the contract or letter are unclear or missing or violate local laws <input type="checkbox"/> Does not follow principles from text on effective writing and organization <input type="checkbox"/> Supervising attorney would have to redo the letter and contract and start over.