

Writing for Law Practice – Sparrow F 11 Letter rubric

PERFORMANCE GOAL	EXCEEDS (17-20)	MEETS – (11-16)	APPROACHES (0-10)
<p>Demand letter</p> <p>Individual Work</p> <p>Goal –using facts and law to effectively convey client's demands in a letter to an opposing party</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Includes demands from the assignment so that recipient can clearly understand client's request <input type="checkbox"/> Includes consequences if demands are not met <input type="checkbox"/> Includes background of the dispute and legal reasons for the client's demands <input type="checkbox"/> Includes sufficient facts to show how client's demands are reasonable <input type="checkbox"/> Tone is firm and formal and also shows good will and flexibility <input type="checkbox"/> Follows principles from text on demand letters <input type="checkbox"/> Supervising attorney would be comfortable signing and sending out. 	<ul style="list-style-type: none"> <input type="checkbox"/> Some of client's demands are unclear <input type="checkbox"/> Consequences if demands are not met are unclear <input type="checkbox"/> Includes most of the background of the dispute and legal reasons for the client's demands <input type="checkbox"/> Includes mostly sufficient facts to show how client's demands are reasonable <input type="checkbox"/> Tone is mostly effective: firm and formal and also shows good will and flexibility <input type="checkbox"/> Mostly follows principles from text on demand letters <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"/> Demands are unclear or missing <input type="checkbox"/> Consequences unclear or missing <input type="checkbox"/> Background of the dispute and legal reasons for the client's demands - insufficient <input type="checkbox"/> Insufficient facts show how client's demands are reasonable <input type="checkbox"/> Tone is ineffective <input type="checkbox"/> Does not follows principle from text on demand letters <input type="checkbox"/> Supervising attorney would have to redo the letter and start over.