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| **Skill** | **Comments** | **Points possible** | **Points earned** |
| Appropriate length, typed |  | 2 points |  |
| Has a clear introduction and conclusion |  | 2 points |  |
| Adequate content |  | 2 points |  |
| Proper sentence structure. Watch for run-ons and fragments |  | 2 points |  |
| spelling and grammar conventions |  | 2 points |  |