

# Letter to Jane Rubric

	Total Points Earned
18	Total Points Possible
	Percentage

Name \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_

**Directions:** Write a letter to Jane explaining the savings tools, depository institutions and accounts that you would recommend for her. The letter should answer the following questions:

- Which savings tool did you recommend Jane use to save her \$3,000 emergency fund? Why did you choose this savings tool and depository institution?
- Which account did you recommend Jane use to save her \$500 computer fund? Why did you choose this savings tool and depository institution?

	Exemplary	Satisfactory	Unsatisfactory	No Performance	Score
<b>Content</b> <ul style="list-style-type: none"> <li>▪ Both required questions are answered</li> <li>▪ An accurate and thoughtful justification is provided for each savings tool, depository institution and account choice.</li> </ul>	12-9	8-5	4-1	0	
<b>Quality of Letter</b> <ul style="list-style-type: none"> <li>▪ Easy to understand</li> <li>▪ Accurate (no errors in content or grammar)</li> <li>▪ Well-organized with an introduction, body and conclusion</li> <li>▪ Presented as a one-page letter, typed, double-spaced, 12-font and 1-inch margins</li> </ul>	6-5	4-3	2-1	0	
				Total Points Earned	
				Total Points Available	18
				Percentage	