

## APOLOGY NOTE RUBRIC

	Main Point	Text Evidence	Tone	Character	Timeliness
<b>4 Points</b>	The main point/apology is made clearly. Thoughts are clearly organized.	Text evidence is clearly stated to support points throughout the apology.	The tone is appropriate for the apology and clearly fits the purpose and the audience.	The speaker shows a clear understanding of the character and the text being discussed.	The apology note was submitted on time.
<b>3 Points</b>	The main point/apology is made clearly. An attempt was made to organize thoughts.	Text evidence is alluded to throughout the apology.	The tone is appropriate for the apology. Some word choices might not fit the purpose or the audience.	The speaker shows a clear understanding of the text being discussed.	
<b>2 Points</b>	The main point/apology is not clearly stated. An attempt was made to organize thoughts.	Text evidence is only briefly stated or alluded to in the apology.	The tone is inconsistent with the apology, and several word choices do not fit the purpose or the audience.	The speaker shows a basic understanding of the text being discussed.	
<b>1 Point</b>	The main point/apology is not clearly stated or is missing. Organization of thoughts is not evident or is missing.	Text evidence is missing from or not clearly stated or alluded to in the apology.	The tone is inappropriate for the apology. Word choice does not fit the purpose or the audience.	The speaker does not show an understanding of the plot, characters, and conflict in the text being discussed.	
<b>Points Awarded</b>					

**Total Points** \_\_\_\_\_