**Dear Mr. Regan**



Demarest Middle School is a great place to learn, but with your help, it can be even better! Your goal in this assignment is to write a letter to Mr. Regan explaining what you genuinely enjoy about DMS and what aspects of the school can be improved. By writing a clear and well-thought out letter, you can take part in your community to try and make a change!

Steps

Step 1- Brainstorm parts of the school that you think are awesome! This can be anything from class offerings to the atmosphere of the school. Be specific and attempt to explain why those positive aspects of the school exist.

Step 2- Brainstorm parts of the school that can be improved. Remember, you are offering constructive criticism. This means that you are NOT making fun of anyone or anything but are making appropriate observations about specific parts of the school that can use improvement.

Step 3- Offer suggestions! It is no good to simply critique the school. You should also offer suggestions as to how to fix some of the areas of improvement and think of some new ideas that can make the school a better place!

Rubric

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| Rubric Category | Points |
| Quality and effort of letter  This writing represents this student’s best work!: 10-15  This writing represents work by student that could be improved.: 5-9  This represents work by student that can be greatly improved.: 0-4 | /15 |
| Format  This letter is completed in proper letter format with few to no errors.: 4-5  This letter is completed in correct format with some errors present. : 2-3  This letter is not presented in proper letter format and/or has many errors present.: 0-1 | /5 |
| Grammar and Mechanics  Few to no spelling, grammar or mechanical errors exist: 7-10  Some spelling, grammar or mechanical errors exist: 4-6  Spelling, grammar or mechanical errors exist that detract from the letter. : 0-3 | /10 |
| Positives, Negatives and Suggestions  2-3 Positives, Negatives and Suggestions are described fully with clear detail and reasoning. It is done in a proper and respectful tone. : 15-20  1-2 Positives, Negatives and Suggestions are described in some detail with detail and/or reasoning that may or may not be clear at times : 9-14  0-1 Positives, Negatives and Suggestions are described with little detail or reasoning that is difficult to understand. May not be completed with respectful tone. : 0-8 | /20 |