

**Please attach a copy of this Evaluation Sheet to the hard copy of your Letter of Recommendation**  
 Your Writing Instructor will return your Letter of Recommendation with this Evaluation Sheet filled in.

ENGINEERING 0011/0711 • FALL-09 • Letter OF RECOMMENDATION • EVALUATION

Student \_\_\_\_\_

	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Serious problems</b>
<b>CONTENT:</b> necessary, <b>relevant details</b> presented to establish letter-writer's authority and credibility				
<b>CONTENT:</b> necessary, relevant details presented to establish <b>this</b> applicant's suitability for <b>this</b> scholarship				
<b>CONTENT:</b> clear connections established between evaluations and supporting details; letter writer <b>clearly explains</b> how particular details illustrate and support particular evaluations and recommendations				
<b>PRESENTATION:</b> <b>all</b> formatting requirements followed; letter is professional in appearance				
<b>PRESENTATION:</b> grammar and punctuation conventions followed; letter has been <b>proofread</b> for error				
<b>TONE OF COMMUNICATION:</b> <b>Vocabulary and sentence construction</b> are appropriate to this communication situation; tone is consistently professional				

**COMMENTS:**

**GRADE** \_\_\_\_\_

100, 99 A+ 98-93 A 92-89 A- 88-85 B+ 84-79 B 78-75 B- 74-71 C+ 70-65 C 64-61 C- 60 D  
 59-below F