

# A Letter to the Park Superintendent Grading Checklist

(The point value for each section is left to be determined by the instructor.)

## Style

- Proper business letter format
- Typed or written in ink
- Well written: spelling, grammar, word choice

## Content

- **First Paragraph:**
  - Accurate, detailed description of current use and environment of the Grand Canyon
  - Clearly and accurately states subject of the letter (issue to be addressed)
- **Second Paragraph:**
  - Describes relevant specific details as to why this is an issue at the canyon
  - Describes how and why this is an example of absolute, relative or representational space
  - Describes specific and accurate details of any efforts already taken to address the issue at the canyon
- **Third Paragraph**
  - Assesses the actions taken at the canyon
  - Opinion is clearly stated addressing if this is proper use of the Grand Canyon. Backed with relevant specific detail in logical arguments.
  - Makes a reasonable recommendation as to what should be done.