

### Assessment Rubric - letters to future self

Criterion	Low Quality	Medium Quality	High Quality	Why this is important
Are you using plain English?	Uses lots of jargon without any clear meaning or relevance to the letter's intent	Some jargon; also words showing some awareness of thoughtfulness	Formal theory terms are used correctly, they are accompanied by a short explanation about why they are being used	Use of plain language shows you are a writer who has thought about issues and can describe them in your own words.
Have you gone beyond surface explanations?	Events are described accurately but there is no exploration of them. The first explanation that comes to mind is all there is	There is some attempt to explore and describe factors relevant to events being described	Specific events provide a centrepiece for exploring influencing behaviours, decisions, conversations and choices. Your description helps the reader understand the context and how its elements are interconnected	Consider the difference between - 'The cat is missing' and - 'Skimble where is Skimble has he gone to hunt the thimble? We must find him or the train can't start.' (T S Eliot)
Do you show that you understand the issue so well that you write clearly about ideas and examples, connecting theory and practice?	There is an explanation of events, but you do not show you understand what might be implied by what you see. You do not connect practice to theory (or vice versa)	There is some indication that you know about relevant theories but not a lot of explanation about how they are relevant to what you describe	You describe an event, explain relevant ideas, make clear links to valid theories and describe how they explain what happened and why actions were taken. You draw general conclusions for future action, based on what you have observed and analysed.	Good leaders know why things happen, and are able to use this knowledge to prepare for future events. Theory is not practice but it helps to explain why we act as we do.
Are your ideas intuitively satisfying?	Facts are not linked to other events or theory. A reader is unable to see you make useful connections between what has happened and what it might help you learn.	Your ideas are reasonable and have some links to other theories. However, there is not a lot of evidence of connections between ideas and actions	You express ideas clearly; your writing helps a reader see how you link ideas and concepts. You know you are saying something unusual and can explain why and what it might mean in other settings.	Good leaders build a large store of ideas and concepts to help them explain their actions, and convince others. They are explicit about what work to convince others to follow them.
Does your writing show you understand the difference between conceptual issues and empirical evidence?	You do not show you know the difference between problems that can be solved by careful thought, and those which are solved through use of practical experience	Your writing shows you are aware of how to solve problems by practical application of thoughtful analysis, and that others respond to research	Your writing shows you not only understand the difference between ideas that respond to thoughtful analysis and which need to be researched to develop evidence to guide action. You explain the difference clearly, know why it exists and is important.	Many ideas are plausible and apparently reasonable and can be described easily. However many are also implausible. Knowing which is which is important for preparing to work in unknown futures that can't be guessed at.
Have you selected the right literature to show you understand the topic?	Your writing refers to names of things but does not show that you understand how it is relevant to what you describe	There are some clues that you are looking for relevant literature but you have not looked very far.	Your choice of references show that you understand the ideas you are writing about and can connect a number of different ideas and seek out new resources to support you	It is vital to be able to draw on the right resources. This is a skill that develops over time as you pay attention to events and theories together.
Are you aware of the loose ends that help you to go further in your understanding?	Your writing does not mention the future at all	Your writing does comment about what might happen in future - but not much	You chose to write about issues to guide your thinking about how they can help you to understand and prepare for what might happen in your future	Leaders help create the future. The more you think about what might happen the more flexible your thinking can become