

Friendly Letter Rubric

| | 4 | 3 | 2 | 1 |
|---------------------|---|--|--|---|
| Letter Parts | Has a heading, greeting, body, closing, and signature. | Has date, greeting, body, closing and signature. | Has four of the five letter parts. | Has three or less letter parts. |
| Presentation | Margins are present on all four sides and text is visually centered on top and bottom. Spacing follows correct friendly letter format with spaces between paragraphs. | Margins are present on all four sides. Text is not centered. Spacing follows correct friendly letter format. | Margins are present on all four sides. Spacing has 1 - 3 errors. | Margins are present on all four sides. Spacing has four or more errors. |
| Conventions | Excellent punctuation, spelling, and grammar with less than five errors. | Very good punctuation, spelling, and grammar with less than seven errors. | Punctuation, spelling, and grammar slightly distract the reader. There are ten errors or less. | Punctuation, spelling, and grammar significantly distract the reader. There are more than ten errors. |
| Content | Message stated is clear, precise, and shows insight. Letter is three or more paragraphs. Letter encourages a response from the reader. | Message is clear. Letter is two paragraphs. | Message is mostly clear. Letter is one paragraph in length. | Message is not focused. Ideas wander. The reader may have to infer at times. |

2nd Rubric For Writing A Letter

RM Cervero



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