

## Letter-Writing: Friendly Letter Rubric

CATEGORY	4 Excellent	3 Good	2 Acceptable	1 Needs Improvement
<b>correct letter form</b>	*letter is double-spaced and formatted correctly with date, greeting, body, and closing *spacing and placement is correct	*letter is double-spaced and formatted correctly with minor errors on date, greeting, body, and closing, *spacing and/or placement has minor errors	*letter is double-spaced and formatted with some errors on the date, greeting, body, and/or closing *spacing and/or placement contains some errors	*letter is double-spaced and formatted with frequent errors on date, greeting, body, and/or closing *spacing and/or placement contains frequent errors
<b>Paragraph 1 – past birth to 5<sup>th</sup> grade</b>	*paragraph clearly focuses on the student's past *paragraph is interesting and very informative *clearly covers birth to now *paragraph consistently stays on topic *excellent chronological organization * always stays in past tense	*paragraph mostly focuses on the student's past *paragraph is interesting and mostly informative * mostly covers birth to now *paragraph mostly stays on topic *chronological organization *mostly stays in past tense	*paragraph somewhat focused on the student's past *paragraph is somewhat informative and/or interesting * somewhat covers birth to now *paragraph somewhat stays on topic *somewhat organized *sometimes in past tense	*paragraph not focused on the student's past *paragraph lacks interest and relevant information * does not cover birth to now *paragraph wanders off topic *lacks organization * not written in past tense
<b>Paragraph 2 - present</b>	*paragraph clearly focuses on the student's present *paragraph is interesting and very informative *paragraph consistently stays on topic *clear, logical organization * always stays in present tense	*paragraph mostly focuses on the student's present *paragraph is interesting and mostly informative *paragraph mostly stays on topic * logical organization * mostly stays in present tense	*paragraph somewhat focused on the student's present *paragraph is somewhat informative and/or interesting *paragraph somewhat stays on topic *somewhat organized *sometimes in present tense	*paragraph not focused on the student's present *paragraph lacks interest and relevant information *paragraph wanders off topic *lacks organization * not written in present tense
<b>Paragraph 3 - future</b>	*paragraph clearly focuses on the student's future *paragraph is interesting and very informative *paragraph consistently stays on topic *chronological organization * always stays in future tense	*paragraph mostly focuses on the student's future *paragraph is interesting and mostly informative *paragraph mostly stays on topic * chronological organization * mostly stays in future tense	*paragraph somewhat focused on the student's future *paragraph is somewhat informative and/or interesting *paragraph somewhat stays on topic *somewhat organized * sometimes in future tense	*paragraph not focused on the student's future *paragraph lacks interest and relevant information *paragraph wanders off topic *lacks organization * not written in future tense
<b>Mechanics</b>	1. correct paragraphing 2. excellent use of sentence variety 3. correct capitalization 4. correct punctuation- end marks and commas in places and dates 5. correct spelling 6. correct usage of studied homophones	1. minor errors in paragraphing 2. good use of sentence variety 3. minor errors in capitalization 4. minor errors in punctuation - end and places and dates 5. minor errors in spelling 6. minor errors in usage of studied homophones	1. some errors in paragraphing 2. acceptable use of sentence variety 3. some errors in capitalization 4. some errors in punctuation - end and places and dates 5. some errors in spelling 6. some errors in usage of studied homophones	1. frequent errors in paragraphing 2. lacks use of sentence variety 3. frequent errors in capitalization 4. frequent errors in punctuation - end and places and dates 5. frequent errors in spelling 6. frequent errors in usage of studied homophones

Grading: 17-20pts = A (90-100)

13-16pts = B (80-89)

9-12pts = C (75-79)

5-8pts = D (70-74)

# Personal Letter Writing Process Rubric

## First draft (50 pts)

- \_\_\_\_\_ is printed and in class ready for revisions
- \_\_\_\_\_ paragraph 1 shows clear evidence of thoughtful, deliberate, useful revisions
- \_\_\_\_\_ paragraph 2 shows clear evidence of thoughtful, deliberate, useful revisions
- \_\_\_\_\_ paragraph 3 shows clear evidence of thoughtful, deliberate, useful revisions

**Second draft-** should be **significantly** different from the first draft and is annotated following the directions below. (50 pts)

### 1<sup>st</sup> paragraph is about your past. (15 pts)

- \_\_\_\_\_ underline 3 facts about your past
- \_\_\_\_\_ chronologically organized
- \_\_\_\_\_ highlight in yellow 3 **past tense verbs**

### 2<sup>nd</sup> paragraph is about your present. (15 pts)

- \_\_\_\_\_ underline 3 facts about your present
- \_\_\_\_\_ clearly and logically organized
- \_\_\_\_\_ highlight in blue 3 **present tense verbs**

### 3<sup>rd</sup> paragraph is about your future. (15 pts)

- \_\_\_\_\_ underline 3 hopes for your future
- \_\_\_\_\_ chronologically organized
- \_\_\_\_\_ highlight in pink 3 **future tense verbs**

### \_\_\_\_\_ Correct letter format (5pts)

- \_\_\_\_\_ put a check by the date in the **right** corner
- \_\_\_\_\_ put an X by the **greeting**
- \_\_\_\_\_ put a star by the **closing**
- \_\_\_\_\_ your name is **handwritten** under the closing