Personal Letter

CATEGORY	4 Excellent	3 good	2 acceptable	1 needs improvement
correct letter form	letter is formatted correctly with inside heading, greeting, body, and closing spacing and placement is correct	letter is formatted correctly with minor errors on inside heading, greeting, body, and closing, spacing and/or placement has minor errors	letter is formatted with some errors on the inside heading, greeting, body, and/or closing spacing and/or placement contains some errors	letter is formatted with frequent errors on inside heading, greeting, body, and/or closing spacing and/or placement contains frequent errors
Paragraph 1 - past	*paragraph clearly focuses on the student's past *paragraph is interesting and informative *paragraph consistently stays on topic *clear, logical organization	*paragraph mostly focuses on the student's past *paragraph is interesting and informative *paragraph mostly stays on topic * logical organization	*paragraph somewhat focused on the student's past *paragraph is informative but lacks interest *paragraph somewhat stays on topic *somewhat organized	*paragraph not focused on the student's past *paragraph lacks interest and relevant information *paragraph wanders off topic *lacks organization
Paragraph 2 - present	*paragraph clearly focuses on the student's present *paragraph is interesting and informative *paragraph consistently stays on topic *clear, logical organization	*paragraph mostly focuses on the student's present *paragraph is interesting and informative *paragraph mostly stays on topic * logical organization	*paragraph somewhat focused on the student's present *paragraph is informative but lacks interest *paragraph somewhat stays on topic *somewhat organized	*paragraph not focused on the student's present *paragraph lacks interest and relevant information *paragraph wanders off topic *lacks organization
Paragraph 3 - future	*paragraph clearly focuses on the student's future*paragraph is interesting and informative *paragraph consistently stays on topic *clear, logical organization	*paragraph mostly focuses on the student's present *paragraph is interesting and informative *paragraph mostly stays on topic * logical organization	*paragraph somewhat focused on the student's present *paragraph is informative but lacks interest *paragraph somewhat stays on topic *somewhat organized	*paragraph not focused on the student's present *paragraph lacks interest and relevant information *paragraph wanders off topic *lacks organization

| Mechanics | 1. correct paragraphing 2. correct capitalization 3. correct punctuation- end marks and commas in places and dates 4. correct spelling | 1. minor errors in paragraphing 2. minor errors in capitalization 3. minor errors in punctuation - end and places and dates 4. minor errors in spelling | 1. some errors in paragraphing 2. some errors in capitalization 3. some errors in punctuation - end and places and dates 4. some errors in spelling | 1. frequent errors in paragraphing 2. frequent errors in capitalization 3. frequent errors in punctuation - end and places and dates 4. frequent errors in spelling |

Grading:

16-20 pts = A (90-100)   11-15pts = B (80-89)

6-10 pts = C (75-79)   5-0 pts = D (70-74)

Score _____