**FRIENDLY LETTER RUBRIC**

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| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Assignment name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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|  | 4 **Excellent** | 3 **Good** | 2 **Developing** | 1 **Unsatisfactory** |
| Letter Parts | * Has heading, date, greeting, body, closing, and signature. | * Has five of the six letter parts | * Has four of the six letter parts. | * Has three or fewer 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 * Neatly written or typed | * Margins are present on all four sides. * Text is not centered. * Spacing follows correct friendly letter format. * Neatly written or typed | * Margins are present on all four sides. * Spacing has 1-3 errors. * Unevenly written or typed | * Margins are present on all four sides. * Spacing has four or more errors. * Handwriting or typing interferes with readability |
| Conventions | * Excellent punctuation, spelling, and grammar with fewer than three errors. | * Very good punctuation, spelling, and grammar with fewer than than five errors. | * Punctuation, spelling, and grammar slightly distract the reader and interfere with meaning. * 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 into task. * Letter is three or more paragraphs. * Letter encourages a response from the reader. | * Message is clear and demonstrates understanding of task.. * Letter contains only two paragraphs or does not encourage a response from the reader. | * Message is mostly clear. * Letter is only one paragraph in length. | * Message is unclear or disorganized. * Demonstrates a lack of understanding of the assignment. |