**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.
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| 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
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| 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.
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| 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.
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