**Writing a Friendly Letter Rubric Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Fully meeting expectations, with enriched understanding (EU)** | **Fully meeting grade level expectations (FM)** | **Mostly meeting grade level expectations (MM)** | **Not yet meeting grade level expectations (NY)** |
| **Message/Meaning** | Purpose/ Audience | Your letter has a clear understanding of purpose and audience. | The letter is appropriate for the purpose and audience. | With help, you are beginning to know the purpose and/or audience. | Watch the teacher modeling. Think: Who are you writing this letter for? Why are you writing this letter? |
| Central Idea | Wow! You convey a clear message in your writing. | A central idea is established. | A central idea is noted, but needs to be clearer. | Think: What is the main idea you are trying to tell? |
| Details | You allowed the reader to share this experience with the complete details in your message. | Relevant details are used to convey message. | More relevant details are needed to convey your message clearly. | When you write, you need to add details to support your message. |
| **Organization and Coherence** | Letter Parts | You have included all of the letter parts expertly, each placed in the correct position on the page. | The letter has complete letter parts including date, salutation, body, closing and signature. | You are missing some letter parts? Which one(s)? (Date, salutation, body, closing, signature) | A letter has five parts: Date, salutation, body, closing and signature. Do you have all the parts? |
| **Style and Language Choices** | Sentence  Structure | You use a variety of complete detailed sentences with varied openings and correct punctuation and capitalization. | Clear and coherent sentences with a logical order are used throughout. Most punctuation and capitalization is correct. | Some sentences are clear and written in a logical order. Try to do this throughout all of your writing.  Remember all sentences need capital letters and punctuation. | When you write, use clear sentences that follow an order that makes sense. Use punctuation and capitalization in your sentences. |