**Grade 3: Writing a Personal Letter Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  |  | **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** | Audience and Purpose | 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. Who are you writing this letter for? Why are you writing this letter? |
| Clear Message | Wow! You convey a clear message in your writing. | A clear message is established. | A message is noted, but needs to be developed. | What is the message you are trying to share? |
| Relevant Details | You have provided rich details that are relevant and appropriate for the intended message. | You have provided details to support your message. | You have some details within your message. Adding more details will help the reader understand your message. | Can you add details to make your message clear? |
| Organization **& Coherence** | Letter Parts | You have included all of the letter parts correctly, and added an original salutation and/or closing. | The letter has all of the parts in the correct position including: date, salutation, body, closing and signature. | You are missing some letter parts. Which one(s)? | A letter has five parts: date, salutation, body, closing and signature. Do you have all the parts? |
| **Style and Language Choice** | Sentence  Structure | You used a variety of sentences with correct punctuation, spelling and capitalization. | Clear and coherent sentences are used throughout. Most punctuation, spelling and capitalization is correct. | Some sentences are clear. Try to do this throughout all of your writing.  Remember all sentences need capital letters, correct spelling and punctuation. | When you write, use sentences that we can understand. Use punctuation, correct spelling and capitalization in your sentences. |

**Feedback:**