

Friendly Letter Rubric

4-A

- ❖ Includes all 5 parts of the friendly letter format
- ❖ All ideas go together in each paragraph
- ❖ 3 sentences in each paragraph
- ❖ Complete sentences with capital letters and punctuation.

3-B

- ❖ Includes 4 parts of the friendly letter format
- ❖ Some ideas go together in each paragraph
- ❖ 3 sentences in each paragraph
- ❖ Few or no capitalization, punctuation, or grammatical errors.

2-C

- ❖ Includes most (3 or more) parts of the friendly letter format
- ❖ Ideas do not go together in each paragraph
- ❖ Only 1 or 2 sentences per paragraph
- ❖ Many errors in capitalization, punctuation, or grammar,

1-D

- ❖ Includes 2 or less parts of the friendly letter format
- ❖ Ideas not well organized

- ❖ 1-2 sentences per paragraph
- ❖ Many errors makes the letter difficult to understand