Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ ELA6: P\_\_\_\_\_\_

**Friendly Letter and Envelope Rubric**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | | **Exceptional Writer** | **Strong Writer** | **Capable Writer** | **Emerging**  **Writer** | **Basic Writer** |
| **Ideas**  \_\_x 4 =\_\_\_/20 | * Thoroughly developed and focused ideas * Effective use of descriptive details * Reader would be interested in all the information | 5 | 4 | 3 | 2 | 1 |
| **Organization**  \_\_x 4 =\_\_\_/20 | * Follows formattingfor **friendly** **letter & envelope** and includes all parts. * Inquires about friends well being before sharing personal news or stories * Organize details in logical manner. | 5 | 4 | 3 | 2 | 1 |
| **Sentence Fluency**  \_\_x 4 =\_\_\_/20 | * Varies sentence structures * Always uses complete Sentences | 5 | 4 | 3 | 2 | 1 |
| **Conventions**  \_\_x 4 =\_\_\_/20 | * Thorough control of friendly letter & envelope capitalization and punctuation rules * Thorough control of Standardized English capitalization, grammar, & punctuation rules * Very few if any spelling errors--especially Friendly Letter Spelling Demons. | 5 | 4 | 3 | 2 | 1 |
| **Voice**  \_\_x 2 =\_\_\_/10 | * Always uses a friendly, informal voice * Always uses a positive tone | 5 | 4 | 3 | 2 | 1 |
| **Word Choice**  \_\_x 1 =\_\_\_/5 | * Vocabulary is appropriate for the age level of the reader. | 5 | 4 | 3 | 2 | 1 |
| **Presentation**  \_\_x 1 =\_\_\_/5 | * Publishable quality * Handwriting is neat and legible * Indent paragraphs. Does NOT lines skipped between paragraphs. | 5 | 4 | 3 | 2 | 1 |

**Student Score: \_\_\_\_\_\_\_/100 Teacher Score: \_\_\_\_\_\_\_\_\_/100**