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**