

Name: _____

Date: _____

ELA6: P_____

Friendly Letter and Envelope Rubric

Criteria		Exceptional Writer	Strong Writer	Capable Writer	Emerging Writer	Basic Writer
Ideas ___ x 4 = ___/20	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Follows formatting for 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	<ul style="list-style-type: none"> Varies sentence structures Always uses complete Sentences 	5	4	3	2	1
Conventions ___ x 4 = ___/20	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Always uses a friendly, informal voice Always uses a positive tone 	5	4	3	2	1
Word Choice ___ x 1 = ___/5	<ul style="list-style-type: none"> Vocabulary is appropriate for the age level of the reader. 	5	4	3	2	1
Presentation ___ x 1 = ___/5	<ul style="list-style-type: none"> 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