Friendly Letter Writing Rubric

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Expectations | Level 1 | Level 2 | Level 3 | Level 4 |
| 2.2 establish an appropriate voice in their writing, with a focus on modifying language and tone to suit different circumstances or audiences | Student does not maintain a friendly tone appropriate for a friendly letter | Student maintains a friendly tone appropriate for a friendly letter with some difficulty | Student maintains a friendly tone appropriate for a friendly letter well | Student effectively maintains a friendly tone appropriate for a friendly letter |
| 3.1 spell familiar words correctly  3.4 use punctuation appropriately to help communicate their intended meaning | Student does not spell many words correctly and use proper capitalization  Student does not put commas in the correct places for a friendly letter | Student spells familiar words and uses proper capitalization with some difficulty  Student puts commas in the correct places for a friendly letter with some difficulty | Student spells familiar words and uses proper capitalization most of the time  Student puts commas in the correct places for a friendly letter most of the time | Student spells familiar words and uses proper capitalization consistently  Student puts commas in the correct places for a friendly consistently |
| 3.7 use a range of appropriate elements of effective presentation in the finished product, including print, script, different fonts, graphics, and layout | Student does not follow the proper layout for a friendly letter | Student follows the proper layout for a friendly letter with some difficulty | Student follows the proper layout for a friendly letter well | Student follows the proper layout for a friendly letter effectively |
| 1.4 demonstrate understanding of a variety of texts by summarizing important ideas and citing supporting details | Student does not describe a scene of revenge like the one in the novel | Student describes a scene of revenge like the one in the novel with some difficulty | Student describes a scene of revenge like the one in the novel well | Student describes a scene of revenge like the one in the novel effectively |

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