

RUBRIC FOR WRITING A FRIENDLY LETTER

<u>Advanced</u>	<u>Proficient</u>	<u>Needs Revising</u>
The heading is complete with the address, city and state, and date	The heading is mostly complete	The heading is missing or incomplete
A comma separates the city and state and the day of the month with the year	At least one comma separates one of the parts of the heading	No commas are used in the heading
A comma follows the greeting and closing	At least one comma follows the greeting or closing	No commas are used in the greeting or closing
The body of the letter utilizes the information from the graphic organizer in a logical and personal way	The body of the letter uses some of the information from the graphic organizer to write the letter	The body of the letter does not reflect the task
Expressive adjectives, verbs, and adverbs make the body of the letter enjoyable to read	Some adjectives, verbs and adverbs are used to write the letter	Sentences are simple with little to no use of adjectives
The envelope is complete with the return address and the address of the person to whom the letter is written and uses correct punctuation and capitalization	The envelope is mostly correct with correct punctuation and capitalization	The envelope would not be accepted by the post office because of inadequate information