

Friendly Letter Writing

Criteria					Pts.
	3	2	1	0	
Graphic Organizers	The graphic organizers were utilized to the fullest potential. Students filled out the organizer and incorporated the material into their letter.	The graphic organizers were completed and the student occasionally referred to them while writing.	The graphic organizers were mostly filled out, but the student did not refer to them while writing.	The graphic organizers were not used at any stage of the writing process.	—
Supporting Information	Evidence clearly supports the central idea; details are sufficient .	Evidence clearly supports the central idea; but there is not enough details .	Argument is supported by limited details .	Details are unrelated to central idea.	—
Friendly Letter Format	Complies with all the requirements for a friendly letter.	Complies with almost all the requirements for a friendly letter.	Complies with several of the requirements for a friendly letter.	Complies with less than 75% of the requirements for a friendly letter.	—
Sentence Structure, Punctuation, & Capitalization	Sentence structure is correct . Punctuation and capitalization are correct .	Sentence structure is generally correct. Some awkward sentences do appear. There is one error in punctuation and/or capitalization.	Work contains structural weaknesses and grammatical errors . There are two or three errors in punctuation and/or capitalization.	Work pays little attention to proper sentence structure. There are four or more errors in punctuation and/or capitalization.	
Selected Vocabulary	Writer uses vivid words and phrases that linger or draw pictures in the reader's mind, and the choice and placement of the words seems accurate, natural and not forced.	Writer uses vivid words and phrases that linger and draw pictures in the reader's mind, but occasionally the words are used inaccurately or overdone .	Writer uses words that communicate clearly , but the writing lacks variety, punch or flare.	Writer uses a limited vocabulary that does not communicate strongly or capture the reader's interest. Wording or phrasing may be present that distract from the meaning.	
				Total---->	—

Teacher Comments: