



Friendly Letter Rubric Grades 1-2

See diagram on
sample letter

4	<p>Advanced Proficient <i>The letter:</i></p> <ul style="list-style-type: none"> ▪ Contains a clear and detailed topic ▪ Includes all 5 parts of a letter (1-5 below), with the correct required punctuation <ol style="list-style-type: none"> 1. Heading: written in the upper right hand corner with the full date only (e.g. September 2, 2005, comma between day and year) 2. Salutation/Greeting: (e.g. Dear __,) 1 or 2 lines below the heading, with a comma after the name, written at left-hand margin 3. Body: includes thoughts and ideas that are clear and on topic, when given a writing prompt, letter has a detailed beginning, middle and ending, when letter is an open-ended letter different topics may be included throughout the letter without having a beginning, middle and end, as long as the reader can clearly understand purpose of letter (the first word in the paragraph begins under the first letter in the name of the addressee, all other lines in the paragraph should be aligned with the greeting, “Dear”) 4. Closing: aligned with the first letter of the month in the date, draws from a variety (e.g. Sincerely, Love, Yours truly, Thank you, etc.), with only the first word of the closing capitalized (comma after the closing) 5. Signature: sign name aligned directly under the closing
3	<p>Proficient <i>Letter contains all of the above with the following exceptions:</i></p> <ul style="list-style-type: none"> ▪ Includes all 5 parts of a letter (1-5 above) but may lack some required punctuation and/or parts of letter may be placed incorrectly ▪ Contains beginning, middle and ending when given a prompt, but may be less focused around topic of the letter with fewer details (when letter is an open-ended letter, topics may change throughout letter, however letter is still clear and detailed) ▪ May have 1 or 2 off topic sentences, but focus is still clear enough for reader to understand
2	<p>Partially Proficient</p> <ul style="list-style-type: none"> ▪ May be missing some parts of a letter (1-5 above), or may lack some required punctuation and/or parts of letter may be placed incorrectly ▪ Ideas may be underdeveloped, off topic and/or unclear ▪ Lacking detail or very brief
1	<p>Non- Proficient</p> <ul style="list-style-type: none"> ▪ May be missing most parts of a letter (1-5 above), or may lack some required punctuation and/or parts of letter may be placed incorrectly ▪ Ideas are underdeveloped, off topic and/or unclear ▪ Makes little or no sense

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