

Letter Writing Rubric

	Level One	Level Two	Level Three	Level Four
Letter Conventions	3 or more of the 6 parts are missing.	1 or 2 letter parts are missing.	Heading, Greeting, Body, Closing and Signature are included with the first line indented.	N/A
Topic & Ideas	The letter does not respond to the original teacher topics.	The letter responds to some of the original teacher topics.	All topics from the original letter have a response.	All topics are covered and additional ideas or topics are included.
Voice & Word Choice	Vivid words are not used. The writer's voice is not apparent in the letter.	Some vivid words are used. The writer's voice shines through in some parts of the letter.	Vivid words are used and the writer's voice is apparent in the letter.	Excellent word choice is used and the voice of the writer shines through. The writing creates vivid images for the reader!
Grammar & Spelling	5 or more grammar and/or spelling mistakes.	3 to 4 mistakes in grammar and/or spelling.	1 or 2 mistakes in grammar and/or spelling.	No mistakes in grammar and/or spelling.
Neatness	The letter is handwritten or typed in an unclear font and very difficult to read.	The letter is handwritten or typed in a somewhat unclear font so some parts are difficult to read.	Letter is typed or written legibly.	N/A

2nd Rubric For Writting A Letter

Reginald Maxwell Woolley



2nd Rubric For Writting A Letter:

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