

Assessment Rubric for Letter

Performance Indicator	1	2	3	4
FORMAT	Format for a friendly letter has not been followed. Many elements are missing or lacking.	Two of the following are missing: Heading, Greeting, Closing, or Signature	One of the following is missing: Heading, Greeting, Closing, or Signature	All of the following are included correctly: Heading, Greeting, Closing, and Signature
REASONING	Reasons are unclear & support is missing	Reasons are given without support	Reasons are stated with some examples to support	Reasons are clearly stated with examples and explanations that support
MECHANICS	Mechanics get in the way of comprehending the letter	Many errors, flow of letter is interrupted	Few errors, they do not interrupt the flow of letter	All spelling, punctuation, and grammar are correct