

# Friendly Letter Rubric

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

COMMON CORE STANDARD: READING 4.5. With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, and editing; 4.6. With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting, 4.7. Conduct short research projects build knowledge through investigation of different aspects of a topic, 4.8. Recall relevant information from experiences or gather relevant information from print and digital sources; take notes and categorize information, and provide a list of sources; 4.10. Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences. SPEAKING AND LISTENING: 4.5. Add audio recordings and visual displays to presentations when appropriate to enhance the development of main ideas or themes. LANGUAGE: 4.2. Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing, a. Use correct capitalization. b. Use commas and quotation marks to mark direct speech and quotations from a text. d. Spell grade-appropriate words correctly, consulting references as needed.

Category	3	2	1
Quality of content	Included facts are important and interesting. No major details are excluded.	Most of the included facts are important or interesting. One or two major facts may be missing.	Most facts included are minor, and major facts are missing.
Quantity and accuracy of content	The letter contains at least 8-10 accurate events related to the topic being studied.	The contains at letter least 6-7 events that are accurate for almost all events related to the topic being studied.	The letter contains 5 or fewer events with less than 75% accuracy related to the topic being studied.
Dates	Accurate, complete dates have been included for each event.	Accurate, complete dates have been included for almost every event.	Accurate dates have been included for almost every event or are missing.
Conventions	Punctuation, spelling, and capitalization were checked by another student and are correct throughout.	Punctuation, spelling, and capitalization were checked by another student and are mostly correct.	Punctuation, spelling, and capitalization are mostly correct, but were not checked by another student.
Organization	The letter is interesting, easy to read, has a consistent layout.	The letter is mostly easy to follow, is fairly consistent in layout.	The letter is somewhat confusing, has some consistent layout elements.
Presentation	Is organized, has a clear and appropriate voice level, conveys information clearly and makes eye contact.	Is somewhat organized, may need to adjust voice level a few times during the presentation, makes some eye contact.	Presentation is unorganized or incomplete; voice is too loud or soft and/or unclear and makes no eye contact.

COMMENTS: \_\_\_\_\_  
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Teacher Initials \_\_\_\_\_