

Letter Rubric

Teacher Name: _____

Student Name: _____

CATEGORY	4	3	2	1
Salutation and Closing	Salutation and closing have no errors in placements, punctuation, or capitalization.	Salutation and closing have few errors and are placed correctly.	Salutation and closing have 3 or more errors. One or both not placed correctly.	Salutation and/or closing missing.
Body of Letter	Sentences and paragraphs are complete, well-written, varied sentence structure.	All sentences are complete and well written with no fragments or run-ons. Paragraphing is generally well done.	Most sentences are complete and well written. Paragraphs are unorganized.	Many sentence fragments or run-on sentences. No evidence of paragraphing.
Conventions	No errors in grammar or spelling.	2-3 errors in capitalization, punctuation, or grammar that do not interfere with meaning.	Several errors in capitalization, punctuation, or grammar that interfere with meaning.	Many errors in capitalization, punctuation, or grammar that make letter illegible.
TOTALS				
GRADE	____/12			