

## Assessment Rubrics: Letter-writing (Friendly letters)

| Category                        | 4  | 3   | 2   | 1  |
|---------------------------------|--|---|---|--|
| <b>Ideas</b>                    | All ideas were expressed in a clear and organized way. It was easy to figure out what the letter was about.  | Most ideas were expressed in a pretty clear manner, but the organization could have been better.  | Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.  | The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.  |
| <b>Creativity</b>               | The letter contains many creative details and/or description that fully express the feelings of the writer to the reader. The writer has really used his imagination | The letter contains some creative details and/or descriptions that tell the feelings of the writer and the relationship between the writer and the reader. The writer has used his imagination. | The letter contains a few creative details and/or descriptions, but they distract from the story. The author has tried to use his imagination, but not very successfully. | There is little or no evidence of creativity in the letter. The writer does not seem to understand the relationships between the two characters and does not seem to have used much imagination. |
| <b>Format</b>                   | Complies with all the requirements for a friendly letter.  | Complies with most of the requirements for a friendly letter.   | Complies with several of the requirements for a friendly letter.  | Complies with few of the requirements for a friendly letter.   |
| <b>Sentences and Paragraphs</b> | Sentences and paragraphs are complete, well-constructed and of varied structure.   | Most sentences are complete and well-constructed. Paragraphing is generally done well.  | Some sentences are complete and well-constructed. Paragraphing needs some work.   | Many sentence fragments or run-on sentences and paragraphing needs lots of work.   |
| <b>Grammar &amp; spelling</b>   | Writer makes few or no errors in grammar or spelling.  | Writer makes some errors in grammar and/or spelling but the errors do not impede understanding.   | Writer makes quite a lot of errors in grammar and/or spelling   | Writer makes very frequent errors in grammar and/or spelling.  |

BWC038

Letter (Friendly)