**Friendly Letter Rubric**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Competent- Mastery**

Friendly letter form maintained.

Necessary information presented

Ideas well organized and communicated clearly and concisely

Command of sentence structure

Excellent friendly letter language

Correct language usage

Correct capitalization, punctuation, and spelling

1. **Minimally competent – Acceptable**

Friendly letter form maintained

Necessary information presented

Ideas sufficiently organized and communicated

Minimal number of sentence fragments or run-ons

Appropriate friendly letter language

Only occasional usage errors (such as agreement, pronoun misuse, tense).

Few errors in capitalization, punctuation, and spelling

1. **Not competent – Unacceptable**

Little concept of friendly letter form

Lack of necessary information

Ideas not sufficiently organized and/or communicated

Sentences fragments and run-ons; few complete sentences

Language inappropriate to friendly letter

Frequent usage errors (such as: agreement, pronoun misuse, tense)

Errors in capitalization, punctuation, and spelling affect meaning

1. **Not competent – Highly flawed**

      No concept of friendly letter form

Lack of necessary information

Ideas unorganized

Sentence fragments and run-ons; few complete sentences

Language inappropriate to friendly letter

Frequent usage errors (such as: agreement, pronoun misuse, tense)

Incorrect use of capitalization, punctuation, and spelling conventions

      Represents a paper that is illegible or off the point

      A non-response