|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rubric for the Friendly Letter**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **Score** | **1** | **2** | **3** | **4** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Layout/ Design** | Letter is unattractive or inappropriate. Text is difficult to read. It does not have proper grammar or punctuation for a friendly letter. | Letter appears busy or boring. Text may be difficult to read. May have some grammar and or punctuation that indicates it is a friendly letter. | The letter is eye-catching and attractive. Text is easy to read. Grammar, style, and punctuation is indicative of a friendly letter. | The letter is creatively designed with easily read text. Grammar, style, and purpose all excellent for a friendly letter. | | **Information, style, audience, tone** | Information is poorly written, inaccurate, or incomplete. | Some information is provided, but is limited or inaccurate. | Information is well written and interesting to read. | Information is accurate and complete, is creatively written, and is cleverly presented. | | **Accurate Parts of the Friendly Letter** | Improper form is used. | Most friendly letter elements out of place or missing. | Some friendly letter elements may be missing. | Letter is complete with all required elements. | | **Grammar, Punctuation, and choice of words for the friendly letter** | Grammar, punctuation, and choice of words poor for a friendly letter. | Information mislabeled or missing. Inaccurate punctuation or grammar. | Style, purpose, audience, grammar, and punctuation all fair and indicative of a friendly letter. | Excellent job on presentation, style, grammar, and punctuation. | | **Following Classroom Guidelines and Directions** | Students are often out of their area without permission and are disruptive to the class. | Students occasionally leave area without permission. | Students stay in their area and talk quietly to their own partner only. | Students are always on task, stay in their own area, and work quietly. Students followed project directions and classroom directions. | |
|  |
| **Rubric for the Business Letter**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **Score** | **1** | **2** | **3** | **4** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Layout/ Design** | Letter is unattractive or inappropriate. Text is difficult to read. It does not have proper grammar or punctuation for a business letter. | Letter appears busy or boring. Text may be difficult to read. May have some grammar and or punctuation that indicates it is a business letter. | The letter is eye-catching and attractive. Text is easy to read. Grammar, style, and punctuation is indicative of a business letter. | The letter is creatively designed with easily read text. Grammar, style, and purpose all excellent for a business letter. | | **Information, style, audience, tone** | Information is poorly written, inaccurate, or incomplete. | Some information is provided, but is limited or inaccurate. | Information is well written and interesting to read. | Information is accurate and complete, is creatively written, and is cleverly presented. | | **Accurate Parts of the Friendly Letter** | Improper form is used. | Most business letter elements out of place or missing. | Some business letter elements may be missing. | Letter is complete with all required elements. | | **Grammar, Punctuation, and choice of words for the friendly letter** | Grammar, punctuation, and choice of words poor for a business letter. | Information mislabeled or missing. Inaccurate punctuation or grammar. | Style, purpose, audience, grammar, and punctuation all fair and indicative of a business letter. | Excellent job on presentation, style, grammar, and punctuation. | | **Following Classroom Guidelines and Directions** | Students are often out of their area without permission and are disruptive to the class. | Students occasionally leave area without permission. | Students stay in their area and talk quietly to their own partner only. | Students are always on task, stay in their own area, and work quietly. Students followed project directions and classroom directions. | |