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| **Rubric for the Friendly Letter**

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|   |   |   |   |   |
| **Score** | **1** | **2** | **3** | **4** |

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| --- | --- | --- | --- | --- |
| **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.  |

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| **Rubric for the Business Letter**

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|   |   |   |   |   |
| **Score** | **1** | **2** | **3** | **4** |

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| --- | --- | --- | --- | --- |
| **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.  |

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