

Friendly Letter To The Editor

4 Points

- 1.The content of the letter provides answers to all six Who? What? When? Where? How? Why? Questions.
2. The letter follows all the rules of an acceptable format for a friendly letter.
3. The spelling, grammar and punctuation follows all the acceptable rules.
4. The letter is neat and orderly.

3 Points

- 1.The content of the letter provides answers to five of the Who? What? When? Where? How? Why? Questions.
2. The letter follows most of rules of an acceptable format for a friendly letter.
3. The spelling, grammar and punctuation follows most of the acceptable rules.
4. The letter is neat and somewhat orderly.

2 Points

- 1.The content of the letter provides answers to four of the Who? What? When? Where? How? Why? Questions.
2. The letter follows a few of the rules of an acceptable format for a friendly letter.
3. The spelling, grammar and punctuation follow a few of the acceptable rules.
4. The neatness of the letter is acceptable but somewhat disorderly.

1 Point

- 1.The content of the letter provides answers to three or less of the Who? What? When? Where? How? Why? Questions.
2. The letter follows a very few of the rules of an acceptable format for a friendly letter.
3. The spelling, grammar and punctuation follow very few of the acceptable rules.
4. The neatness of the letter is not acceptable and very disorderly.

