

Letter Writing Rubric

Typed:

Is double spaced 5 points

Uses 12 size font 5 points

Grammar and Spelling:

Avoids run-ons and fragments 3 points

Uses correct capital/end mark punctuation 3 points

Avoids spelling errors 3 points

Uses proper noun/verb agreement 3 points

Content:

States purpose clearly 6 points

States school name and grade 6 points

Is appropriate 6 points

Format:

Follows 'Friendly Letter' format 10 points

Total 50 points

