

### Letter Format Rubric

Group Members:

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| Skill Assessed                 | 4  | 3   | 2  | 1   |
|--------------------------------|--|---|--|---|
| Format                         | Our letter has all of the requirements for a friendly letter. (Header, Greeting, Body, Closing, and Signature)       | Our letter has almost all the requirements for a friendly letter.   | Our letter has several of the requirements for a friendly letter.  | Our letter has none or only one of the requirements for a friendly letter.  |
| Ideas                          | Problem and solution are expressed in a clear and organized way. It was easy to figure out the problem and solution. | Problem and solution are expressed in a pretty clear manner, but the organization could have been better. | Problem and solution are somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about. | The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about. |
| Capitalization and Punctuation | There are no errors in capitalization and punctuation.   | There are 1-2 errors in capitalization and punctuation.   | There are 3-4 errors in capitalization and punctuation.  | There are more than 4 errors in capitalization and punctuation.   |
| Grammar and Spelling           | There are no errors in grammar or spelling.  | There are 1-2 errors in grammar and/or spelling.  | There are 3-4 errors in grammar and/or spelling  | There are more than 4 errors in grammar and/or spelling.  |
| Content Accuracy               | The letter contains at least 5 accurate facts about the topic.   | The letter contains 3-4 accurate facts about the topic.   | The letter contains 1-2 accurate facts about the topic.  | The letter contains no accurate facts about the topic.  |

Total: \_\_\_\_\_