

Student Name	Date	Friendly Letter	Final Grade	
	4	3	2	1
Sentences	All sentences are complete, well constructed (no fragments, run-ons) and of varied structure.	All sentences are complete and well constructed (no fragments, no run-ons).	Most sentences are complete and well constructed.	Many sentence fragments or run-ons.
Capitalization and Punctuation	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation.
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were 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
Format	Complies with all the requirements for a friendly letter.	Complies with almost all the requirements for a friendly letter.	Complies with several of the requirements of a friendly letter.	Complies with less than 75% of the requirements for a friendly letter.
Salutation and Closing	Salutation and closing have no errors in capitalization and punctuation.	Salutation and closing have 1-2 errors in capitalization and punctuation.	Salutation and closing have 3 or more errors in capitalization and punctuation.	Salutation and/or closing are missing.
Envelope	Envelope follows correct format and is error free. Letter is properly inserted in envelope. Postage is included.	Envelope follows correct format and has minimal errors. Letter is properly folded and inserted. Postage is included.	Envelope is missing required elements or has a number of errors. Letter is not properly folded or is incorrectly inserted. Postage is included.	Envelope is missing required elements or has a number of errors. Letter is not properly folded and/or is incorrectly inserted. Postage is not included.

Comments: