

2nd Grade Friendly Letter Rubric

	4	3	2	1
Written Composition	Letter has all five parts: heading, greeting, body, closing and signature. The body of the letter is appropriate for a friendly letter. All sentences are complete thoughts.	Letter is missing one part of a friendly letter. The body of the letter is semi-appropriate for a friendly letter. Most sentences are complete thoughts.	Letter is missing two parts of a friendly letter. The body of the letter is semi-appropriate for a friendly letter. Most sentences are complete thoughts.	Letter is missing three or more parts of a friendly letter. The body is not appropriate for a friendly letter. Many sentences are not complete thoughts.
Grammar and Mechanics	All sentences begin with a capital letter and end with appropriate punctuation. There are no capital letters in the middle of words. All proper nouns are capitalized.	Most sentences begin with a capital letter and end with appropriate punctuation. There are several capital letters in the middle of words. Most proper nouns are capitalized.	Some sentences begin with a capital letter and end with appropriate punctuation. There are several capital letters in the middle of words. Many proper nouns are not capitalized.	Few sentences begin with a capital letter and end with appropriate punctuation. There are many capital letters in the middle of words. Many proper nouns are not capitalized.
Applied Spelling	All taught words and high frequency words are spelled correctly. All unknown words are spelled with very close approximations.	3-5 taught words and/or high frequency words are spelled incorrectly. All unknown words are spelled with close approximations.	5-6 taught words and/or high frequency words are spelled incorrectly. All unknown words are spelled with close approximations.	6 or more taught words and/or high frequency words are spelled incorrectly. Unknown words are not spelled with close approximations.
Handwriting	The entire final copy shows neat handwriting. All letters are formed correctly. There is also adequate spacing.	Most of the final copy shows neat handwriting. Most letters are formed correctly. There is also adequate spacing.	Some of the final copy shows neat handwriting. Some letters are formed correctly. There is adequate spacing, but some of the words are clumped together.	Handwriting is difficult to read. There is not adequate spacing between words.