



Advanced Letter-Writing Rubric and Assessment Key

Directions: Use this rubric to assess your students' letter-writing skills. Use the assessment key to guide your grading and provide the student with constructive feedback.

- 1.1 Applies letter-writing conventions (date, salutation, address, etc.)
- 1.2 Uses appropriate language and register for the audience.
- 1.3 Establishes a clear purpose and main idea in the opening paragraph.
- 1.4 Uses clear and concise language to convey the main idea and details.
- 1.5 Uses a closing and signature that is appropriate and professional.
- 2.1 Establishes a clear purpose and main idea in the opening paragraph.
- 2.2 Uses appropriate language and register for the audience.
- 2.3 Establishes a clear purpose and main idea in the opening paragraph.
- 2.4 Establishes a clear purpose and main idea in the opening paragraph.
- 2.5 Establishes a clear purpose and main idea in the opening paragraph.
- 2.6 Establishes a clear purpose and main idea in the opening paragraph.