

Student Score Sheet

Name _____ Teacher _____ Date _____

**Friendly Letter Rubric
Grade 2
2nd Trimester**

	Excellent	Satisfactory	Needs Improvement
	3	2	1
Organization and Focus <ul style="list-style-type: none"> • Focuses on the prompt • Organizes in a logical manner • Details are clear and appropriately sequenced • Letter Format <ul style="list-style-type: none"> • Date, Greeting • Body (indent) • Closing, Signature 			
Expression of Ideas <ul style="list-style-type: none"> • Conveys feelings and thoughts in a clear and coherent paragraph • Purpose of the letter is clear • Uses simple supporting facts or details 			
Voice/Style <ul style="list-style-type: none"> • Uses interesting language to describe ideas • Uses sentence variation (length) • Language is appropriate to writer's purpose and audience 			
Conventions Use of appropriate: <ul style="list-style-type: none"> • Sentence Structure <ul style="list-style-type: none"> ◆ Uses complete sentences • Grammar <ul style="list-style-type: none"> ◆ Subject – verb agreement • Punctuation • Correctly uses commas in date, greeting, and closing • Capitalization 			
Spelling <ul style="list-style-type: none"> • Correctly spells high frequency words 			

Total Rubric Score:

15 – 14	O
13 – 12	S+
11 – 9	S
8 – 7	N
6 – 0	U

Revised 7/01