



Friendly Letter Rubric for Second Grade

My Score Means...

Score	
4 Above Grade Level	<p>My letter includes ALL of the following...</p> <ul style="list-style-type: none">• Date• Greeting (Dear _____,)• Body (Indented)• Closing (From, _____)• Signature <p>Organization and Language</p> <ul style="list-style-type: none">• I stayed on my topic (main idea)• I wrote complete sentences that make sense• <i>My letter is interesting and engages the audience</i> <p>Mechanics</p> <ul style="list-style-type: none">• I had <i>few, if any</i>, errors in punctuation, capitalization, spelling, and grammar• I used quotation marks correctly when appropriate
3 Meets Grade Level	<p>My letter includes ALL of the following ...</p> <ul style="list-style-type: none">• Date• Greeting (Dear _____,)• Body (Indented)• Closing (From, _____)• Signature <p>Organization and Language</p> <ul style="list-style-type: none">• I stayed on my topic (main idea)• I wrote complete sentences that make sense <p>Mechanics</p> <ul style="list-style-type: none">• I had some errors in punctuation, capitalization, spelling, and grammar• I used quotation marks correctly when appropriate
2 Almost Grade Level	<p>My letter includes some of the following...</p> <ul style="list-style-type: none">• Date• Greeting (Dear _____,)• Body (Indented)• Closing (From, _____)• Signature <p>Organization and Language</p> <ul style="list-style-type: none">• I <i>did not</i> stay on my topic (main idea)• I wrote <i>incomplete</i> sentences that <i>do not</i> make sense <p>Mechanics</p> <ul style="list-style-type: none">• I had many errors in punctuation, capitalization, spelling, and grammar• I used quotation marks <i>inappropriately</i>
1 Below Grade Level	<p>My letter is missing two or more of the following...</p> <ul style="list-style-type: none">• Date• Greeting (Dear _____,)• Body (Indented)• Closing (From, _____)• Signature <p>Organization and Language</p> <ul style="list-style-type: none">• I <i>did not</i> stay on my topic (main idea)• I wrote <i>incomplete</i> sentences that <i>do not</i> make sense• I had few sentences with little detail <p>Mechanics</p> <ul style="list-style-type: none">• I had so many errors in punctuation, capitalization, spelling, and grammar that my letter is hard to understand• I used quotation marks <i>inappropriately</i>

