

Letter Writing Rubrick				
	Level 1	Level 2	Level 3	Level 4
Accurate Parts of the Friendly Letter	All parts of the letter are missing or misplaced	Most parts are missing or misplaced	One part of the letter is missing or incomplete	All parts present and in the correct place
Grammar,	Periods , commas and capital letter missing or improperly used.	Many periods , commas and capital letter missing or improperly used	Some Periods , commas and capital letter missing or improperly used	All grammar is appropriate and complete
Information, style, audience, tone	Information is poorly written, inaccurate, or incomplete.	Some information is provided, but is limited or inaccurate.	Information is well written and interesting to read	Information is accurate and complete, is creatively written, and is cleverly presented.