

## LESSON 3 **HANDOUT 3.4** LETTER WRITING ASSESSMENT RUBRIC

CRITERIA	Level 1	Level 2	Level 3	Level 4
<b>Organization and Paragraphs</b>	Sequence of information difficult to follow  No paragraphs	Sequence of information jumps around  There are some correct paragraphs	Information is presented in logical order  Good paragraphs	Information is presented in logical order  Excellent paragraphs
<b>Communication</b>	Work uses few, simple ideas	Work displays awkward or incomplete sentence structure	Work displays good sentence structure	Work displays excellent sentence structure  Use of complex ideas and vocabulary
<b>Creativity</b>	Work displays little creativity	Work displays some creativity	Work displays good creativity	Work displays excellent creativity
<b>Format of a Letter</b>	Missing several components for letter writing	Missing some of the components for letter writing	Includes most of the components for letter writing	Includes all components for letter writing
<b>Conventions: Spelling, Grammar, Punctuation</b>	Many errors in spelling, grammar, and punctuation	Several errors in spelling, grammar, and punctuation	Few errors in spelling, grammar, and punctuation	Consistency, accuracy in spelling, grammar, and punctuation