

Writing and Mailing Letters

Name _____ Date _____

2 = surpasses expectations, 1 = meets expectations, and 0 = does not meet expectations.
 On blanks to left: "+" = a strength, "-" = needs improvement, and blank = not applicable.

Letter is ready to be mailed.

2 1 0

- Follows all directions of assignment.
- Letter is neat and clean.
 - readable and correct handwriting or word processing
 - folded correctly to fit in envelope
- All parts complete, correct, and properly placed.
 - date (and return address)
 - greeting ("Dear" followed by name)
 - body
 - closing ("Sincerely yours," "Yours truly," or similar)
 - signature
- Uses correct spacing and indentations.
- Uses correct capitalization, punctuation, and spelling.
- Uses correct and clear sentences.
- Has a clear message.
 - first sentence states purpose or main idea clearly
 - purpose or main idea fully explained
 - logical, clear, correct sequence of ideas and sentences
 - using concrete details and specific words

Envelope is ready to be mailed.

2 1 0

- Envelope is neat and clean.
- Uses readable correct handwriting or word processing.
- Uses correct form for both addresses.
 - name of person on first line
 - street address on second line
 - city, two letter code for state and zip code on third line
- Mailing and return addresses correctly placed.
- Uses correct capitalization, punctuation, and spelling.
- Places stamp neatly and correctly.

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