

**Writing Rubric**  
**Letter Writing: Level II**

Writing Standards:	Meets Standard	Comments:
The letter is written in a correct letter format that includes the date, salutation, body, closing and signature. (2-2.2)		
The letter begins with an introductory paragraph that reflects a clear purpose to persuade or inform. (3-2.3, 5-2.4)		
The letter writer supports his/her position with relevant evidence. (5-2.4)		
Sentences have correct punctuation and capitalization. (3-1.1, 5-1.4)		
The body of the letter follows a simple, but organized pattern of thoughts and has a concluding sentence (5-2.4)		
The writing contains some errors in grammar or spelling but these errors do not interfere with the reader's understanding.		