

Writing Rubric  
**Letter Writing: Level I**

Writing Standards:	Meets Standard	Comments:
The letter is written in correct letter format that includes the date, salutation, body, closing and signature. (2-2.2)		
The letter begins with an introductory sentence and has a clear purpose. (3-2.3)		
Proper names and words at the beginning of sentences are capitalized. (1-1.7)		
Sentences have correct punctuation. (3-1.1)		
The body of the letter consists of a paragraph with at least 5 sentences. (3-1.1)		
The writing contains some errors in grammar or spelling but these errors do not interfere with the reader's understanding.		