

Friendly Letter Rubric/Checklist



	Points	Notes
Heading		
<input type="checkbox"/> I wrote it in the correct place	1	
<input type="checkbox"/> I wrote my street address correctly	3	1 pt each for capitalizing the street name and word "street/lane, etc" and 1 pt for writing the house number correctly (and any apt. #)
<input type="checkbox"/> I capitalized the city and state	2	1 pt each.
<input type="checkbox"/> I put a comma between the city and state	1	
<input type="checkbox"/> I wrote the zip code correctly	1	
Date:		
<input type="checkbox"/> I capitalized the month	1	
<input type="checkbox"/> I spelled the month correctly	2	
<input type="checkbox"/> I used a comma after the day	1	
<input type="checkbox"/> I wrote the year correctly	1	
Greeting		
<input type="checkbox"/> I wrote the greeting in the correct place	1	
<input type="checkbox"/> I capitalized the word "Dear"	1	
<input type="checkbox"/> I capitalized the receiver's name	1	
<input type="checkbox"/> I used a comma after the name	1	
	1	
Body		
<input type="checkbox"/> I indented the first sentence	1	
<input type="checkbox"/> I capitalized the first letter of each sentence		3 points, no mistakes in spelling, punctuation or grammar, 2 (1-"x" errors, 1 point over "x" errors)
<input type="checkbox"/> I ended all sentences correctly		Punctuation
<input type="checkbox"/> I used a variety of sentence types	bonus	(statements, questions, exclamations, commands)
Closing		
<input type="checkbox"/> I capitalized the first closing word	1	
<input type="checkbox"/> I used a comma after the closing	1	
Signature		
<input type="checkbox"/> I capitalized my name	1	
Overall:		
<input type="checkbox"/> My writing is neat and easy to read. Any erasures are made completely, letter spacing is good.	1	
<input type="checkbox"/> I checked my spelling	---	
Total Points Possible		
My Score		