

## WRITING RUBRIC

**TOPIC: Write a letter to a Rush Ranch docent thanking them for the field trip help. Use a descriptive paragraph within the letter to describe at least one thing that you really enjoyed. Use proper letter writing format for the letter. You will edit the letter and rewrite it on a final draft paper. Turn in both the old draft and the new draft.**



*STANDARDS: Paragraph writing with a clear topic sentence, supporting sentences and closing sentence. The paragraph is at least 4 sentences long. Student varied the beginnings to the sentences (different word choices for the beginning). Strong words used, not boring and overused words. The basic writing conventions were followed: capitalization rules, end punctuation, spelling, writing is clean and neat, and letter size is consistent. Letter writing format: heading, salutation, body of the letter*

### RUBRIC:

|   | LOW quality   | MEDIUM quality   | HIGH quality  |
|---|---|--|---|
| Letter: heading   | Missing heading   | Left out one detail  | Heading on right side, lined up neatly  |
| Letter salutation   | Clearly not lined up or missing   | Clear salutation, not quite lined up, but close  | Clear salutation, lined up with left margin line  |
| Letter: body clearly written                              | Either less than 3 sentences or sentences are too similar   | 3 or more sentences, but 2 are very similar.   | 3 or more clearly different sentences.  |
| Letter: signed correctly                                  | Missing closing or not lined up at all.   | Closing sentences idea tried, but not very clear.  | Clear closing, lined up correctly   |
| Clear complete paragraph                                  | More than 2 sentences were very similar. OR less than 3 sentences long                                      | Had 2 sentences that were very similar   | 4 sentences— all different  |
| Strong word choice  | Used basic words (good, cool, nice, neat, great)  | Used a couple of basic words, but tried to use other strong words                                    | Great words used, described idea clearly  |
| Capitalization of proper nouns and beginning of sentences | 2 OR MORE MISTAKES: Capitalization rules followed- proper nouns and beginning of all sentences capitalized. | ONE MISTAKE: Capitalization rules followed- proper nouns and beginning of all sentences capitalized. | Capitalization rules followed- proper nouns and beginning of all sentences capitalized. |
| Capitalization of letters—mistakes                        | 2 or more mistakes  | 1 mistake  | No mistakes   |
| Neat and tidy—overall                                     | More than one area is difficult to read. Work is rushed or letters are hard to read.                        | Work is mostly neat and easy to read. Some letters are not clearly formed.                           | Neat and easy to read. Letters are clearly formed.                                      |
| Letter size   | Writing of letters varies in size enough to distract the reader   | One or two letters are too large or small.   | Letters are uniform in size.  |