

## Personal Letter Rubric

A personal letter is worth a total of 15 points.

Spelling and Grammar (2 points) \_\_\_\_\_

Parts of a Letter

Date (1 point) \_\_\_\_\_

Greeting (1 point) \_\_\_\_\_

Body (1 point) \_\_\_\_\_

Closing (1 point) \_\_\_\_\_

Signature (1 point) \_\_\_\_\_

Parts of a Letter Points \_\_\_\_\_

Content (5 points) \_\_\_\_\_

*(details from the story to show you read the book)*

Overall Effort (3 points) \_\_\_\_\_

*(including neatness)*

Total Points \_\_\_\_\_ / 15

### Grading Scale

15 = +

14 - 12 = ✓ +

11 - 9 = ✓

8 - 6 = ✓ -

5 and below = -

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