Rubric—Task #3

Requirements of Friendly Letter

Letter exhibits correct grammar.

Proper spelling is used.

Use of beginning capitals is evident.

Letter is in friendly letter format.

Organization of letter is evident.

Total possible points: 10

All of the above are included in the letter—10 points

At least 3 of the above are included—5 points

At least 1 of the above is included—1 point

Letter not completed—0 points