

### Letter Writing Rubric

	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Needs Work</b>	<b>Poor</b>
<b>Elements of letter writing (greeting, appropriate questions, salutation, etc.)</b>	All elements of a letter are present.	All but a few elements of a letter are present.	Most elements of a letter are present.	Few elements of a letter writing are present.	Very few elements of a letter are present.
<b>Purpose/Audience</b>	Purpose is very unambiguously expressed, audience is very clear.	Purpose is expressed, audience is clear.	Purpose can be inferred, audience is somewhat clear.	Purpose is inferred with difficulty, audience is not clear.	Purpose and audience are absent.
<b>Integration of material from novel</b>	Aspects from the novel are flawlessly integrated and amount is ample.	Aspects from the novel are integrated and amount is consistent.	Aspects from the novel are integrated with some issues and amount is minimal.	Aspects from the novel are not clearly integrated and amount is very small.	Aspects from the novel are not integrated.
<b>Understanding of topic and novel</b>	Demonstrates complete understanding of topic and novel.	Demonstrates good understanding of topic and novel.	Demonstrates partial understanding of topic and novel.	Demonstrates vague understanding of topic and novel.	Demonstrates no understanding of topic and novel.
<b>Quality of Writing (spelling, vocabulary, grammar, syntax, clarity)</b>	Writing does not contain errors.	Writing contains very few errors that do not change the meaning.	Writing contains several errors that may change the meaning.	Writing contains many errors that may change the meaning.	Writing contains so many errors that the meaning is not delivered properly.