

Literary Letter Rubric

Name: _____

Date: _____ Group: _____

Criteria	Exceeds Standard 4	Meets Standard 3	Needs Revision 2	Needs Instruction 1	Needs Substantial Support 0	Earned Points
Parts of friendly letter: Date, Greeting, Body, Closing, Signature	All parts of Friendly Letter present and properly aligned	All parts of Friendly Letter present	FOUR of the FIVE parts of the letter are present	THREE of the FIVE parts of the letter are present	THREE or more parts of the letter are missing	
1 st Paragraph requirements: Title, Author, Genre, Page	All required elements are present and additional information about author and/or genre is presented	All required elements are present	One element is missing	TWO ---THREE elements are missing	Required elements not found	
Plot Summary: Complete, detailed explanation of the setting, major characters, major events, and/or primary conflict.	The plot summary completely explains the setting, major characters, major events, and primary conflict.	The plot summary generally explains the setting, major characters, major events, and/or primary conflict.	The plot summary explains in a limited manner the basic setting and characters and mentions some events.	The plot summary names the setting, characters, and an event or two.	The plot summary is vague and setting, characters, plot, and conflict are unclear	
Seven Habits of Proficient Readers: Activating Schema, Creating Images, Ask Questions, Determine Importance, Make Inferences, Synthesize, Monitor for Meaning Text is cited.	TWO to THREE Habits are discussed with an explanation of how the Habits helped with comprehension. Correct Terminology is used. Text is cited.	ONE Habit is discussed including an explanation of how the habit helped with comprehension. Correct Terminology is used. Text is cited.	ONE Habit is discussed but either the explanation of how the habit helped with comprehension is missing OR text is not cited. Correct Terminology is used.	ONE Habit is discussed but explanation is missing. Correct Terminology is not used. NO text citation.	No Habit is discussed.	
Recommendation: to whom and why Theme: explain a major theme and provide evidence	The recommendation is sound and the reason is clear AND The theme is clearly explained and evidence from the text shows it. Text is cited.	The recommendation is sound and the reason is clear OR the theme is clearly explained and evidence from the text shows it. Text is cited.	The recommendation is general and the reason vague OR the theme is explained but the evidence is general. Text not cited.	The recommendation is unclear and no reason is given OR the theme is mentioned but not explained and no evidence is supplied.	No recommendation or theme is discussed	
Conventions of Standard English: Spelling, Punctuation, Grammar, Capitalization, Sentence Structure.	Essentially no mistakes in the category.	One or two mistakes are made but do not interfere with the reading or understanding of the letter.	Few mistakes are made but do not interfere with the reading or understanding of the letter.	Some mistakes are present and interfere with the reading and understanding of the letter.	Many mistakes are made, and the letter is difficult to read and understand.	

Total Score: