

# Friendly Letter Rubric

	Really Radical	Super Writer	Budding Writer	Developing Writer
Heading	<ul style="list-style-type: none"> <li>*against right margin</li> <li>*a month (in words)</li> <li>*a date</li> <li>*a comma</li> <li>*a year (200_)</li> <li>*a capital</li> </ul>	*Missing one detail from the date	*Missing two details from the date	*Missing three details from the date
Greeting	<ul style="list-style-type: none"> <li>*written on new line</li> <li>*against left margin</li> <li>*a salutation</li> <li>*a name</li> <li>*a comma</li> <li>*capital(s)</li> </ul>	*Missing one detail from the greeting	*Missing two details from the greeting	*Missing three details from the greeting
Body	<ul style="list-style-type: none"> <li>*written on new line</li> <li>*first sentence indented</li> <li>*rest of the "body" against left and right margins</li> </ul>	*Missing one detail from the body	*Missing two details from the body	*Missing three details from the body
Closing	<ul style="list-style-type: none"> <li>*written on new line</li> <li>*written in the middle of a line</li> <li>*an ending word or words are used</li> <li>*a capital on the first word of the ending</li> <li>*a comma at the end</li> </ul>	*Missing one detail from the closing	*Missing two details from the closing	*Missing three details from the closing
Signature	<ul style="list-style-type: none"> <li>*written below the closing</li> <li>*written in the middle of a line</li> <li>*name capitalized</li> </ul>	*Missing one detail from the signature	*Missing two details from the signature	*Missing three details from the signature