

# RUBRIC 25

## PERSONAL LETTERS

**DIRECTIONS:** This form is designed to help you evaluate student-created personal letters. Read the statements below. Then indicate the number from the following scale that reflects your assessment of the student's work.

1 = Weak   2 = Moderately Weak   3 = Average   4 = Moderately Strong   5 = Strong

1. The letter has a heading, greeting, introduction, body, closure, and signature.  
1 2 3 4 5
2. Each paragraph in the letter starts with a topic sentence.  
1 2 3 4 5
3. The organization of the letter is clear and easy to follow.  
1 2 3 4 5
4. The letter focuses on the writer's personal thoughts and feelings about a topic or experience.  
1 2 3 4 5
5. The letter shows the personal meaning or value of the topic or event to the writer.  
1 2 3 4 5
6. If appropriate, the letter expresses a firm opinion, along with supporting reasons.  
1 2 3 4 5
7. The letter is neat and well written.  
1 2 3 4 5
8. The spelling, punctuation, and grammar of the letter are accurate.  
1 2 3 4 5
9. The letter's content fulfills all the requirements of the assignment.  
1 2 3 4 5
10. Overall, the work represents the writer's full potential.  
1 2 3 4 5

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Points/Grade: \_\_\_\_\_