Rubric

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| **Category** | **Proficient (5 points)** | **Emerging (3-4 points)** | **Beginning (1-2 points)** |
| Student understands the importance of receiving and writing letters. | Fully understands and can explain their thinking.  | Partially understands and can tell you something about it.  | Starts to understand but is limited to the importance of receiving a letter.  |
| Student can identify the parts of a letter in letters written by others. | Can identify and name the parts of a letter in more than one type of letter.  | Can identify and name the parts of a letter in only one type of letter.  | Can identify and name some of the parts of a letter.  |
| Student can understand that letters are written for different purposes, such as: ***Friendly letters:*** *Say hi and tell someone about something fun.* ***Business letters:*** *Formally tell or ask about something specific.* ***Thank you letters:*** *Thank someone for a gift or kindness.*  | Fully understands and can explain the purposes of all three types of letters. | Understands and can explain the purposes of at least two types of letters.  | Can discuss the purpose of at least one type of letter.  |
| Student can write a friendly letter.  | Includes all parts of the letter and the letter makes sense.  | Includes most of the parts of the letter and it makes sense.  | Includes only one or two parts of the letter.  |
| Points Earned |  |  |  |