Rubric

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |