

Name: \_\_\_\_\_



## ~Friendly Letter Writing Rubric~

Focus On: Improving my writing

After you finish writing your friendly letter, read over what you have written. Use this page to guide you so you can remember the different elements you should be checking.

1. I began my letter with a proper salutation. (Dear friend's name )
2. The beginning of my letter explains my purpose for writing.
3. I have included details that make my letter interesting to read.
4. My letter feels finished by the time the reader gets to the end.
5. My letter is separated into paragraphs, with a new paragraph for each new topic I discuss.
6. I used a dictionary or other reference to check my spelling.
7. I used commas to separate words and phrases correctly.
8. I used apostrophes correctly to form contractions or show possession.
9. I used the correct format for my closing. (Indented to the right with a comma at the end of the closing: Sincerely, Your Friend,)
10. I signed my letter with my signature on the next line below the indented closing.