

Teacher Name: **Ms. Richardson**

Student Name:

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CATEGORY	4	3	2	
<b>organization</b>	The letter tells what happened first, next, and last in the right order	The letter tells what happened, but not always in the right order.	The letter tells some of what happened, but the order is unclear.	
<b>Details</b>	There are many interesting details and descriptive words in the letter.	There are some interesting details and descriptive words in the letter.	There are very few or no interesting details or descriptive words in the letter.	
<b>Format</b>	The letter has all five parts of a friendly letter and they were all used correctly.	The letter has most of the five parts of a letter and most of them were used correctly.	The letter has few or no parts of a friendly letter and they are not all used correctly.	
<b>Grammar &amp; spelling (conventions)</b>	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	

<b>Capitalization and Punctuation</b>	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	
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