Rubric for Correspondence Project

CATEGORY	4	3	2	1
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letters were about.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letters were about.	The letters seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letters were about.
Prompts	Letters respond to given prompts with appropriate tone and detail, and both required prompts have been addressed.	Letters follow given prompt options, and both required prompts have been addressed.	Letters follow prompt options, but one or more of the required prompts has been neglected.	Some letters fail to address any given prompt option.
Format	Uses business and friendly letter formats correctly and complies with all the requirements for each format.	Uses business and friendly letter formats correctly and complies with almost all of the requirements for each format.	Usually uses business and friendly letter formats correctly. Complies with several of the requirements for each format.	Rarely uses business and/or friendly letter format correctly. Complies with few of the requirements for each format.
Conventions	Writer makes no errors in grammar, spelling, capitalization, or punctuation.	Writer makes 1–2 errors in grammar, spelling, capitalization, and/or punctuation.	Writer makes 3–4 errors in grammar, spelling, capitalization, and/or punctuation.	Writer makes more than 4 errors in grammar, spelling, capitalization, and/or punctuation.