



BERRYESSA UNION SCHOOL DISTRICT
 Friendly Letter Writing Rubric- 2nd Grade

	ADVANCED-4	PROFICIENT-3	MAKING PROGRESS-2	NEEDS IMPROVEMENT-1
Writing Application <ul style="list-style-type: none"> Genre Characteristics 	<ul style="list-style-type: none"> Includes the five parts of a letter: the date, greeting, body, closing, and signature Addresses the prompt Shows awareness of the audience and purpose 	<ul style="list-style-type: none"> Includes the five parts of a letter: the date, greeting, body, closing, and signature Addresses the prompt Considers the audience and purpose 	<ul style="list-style-type: none"> Includes some parts of a letter Addresses the prompt 	<ul style="list-style-type: none"> Lacks the five parts of a letter Does not address the prompt
Writing Strategies <ul style="list-style-type: none"> Organization Focus (Topic) Penmanship 	<ul style="list-style-type: none"> Develops a topic sentence Maintains a consistent focus Supports topic with simple facts/details Writes legibly with correct margins and spacing between letters in a word and words in a sentence 	<ul style="list-style-type: none"> Writes clear, coherent sentences and paragraphs that develop a central idea Maintains a consistent focus Groups related ideas Handwriting is legible 	<ul style="list-style-type: none"> Writes sentences May develop a central idea Inconsistent focus Handwriting is somewhat legible 	<ul style="list-style-type: none"> Lacks sentences and a central idea Random ideas Handwriting is not legible
Writing Conventions <ul style="list-style-type: none"> Sentence Structure Grammar Punctuation Capitalization Spelling 	<ul style="list-style-type: none"> Forms a variety of sentences (<i>asks questions, makes requests and statements, and exclaims feelings</i>) Uses subject and verb agreement Uses past, present, and future verb tenses properly Punctuates dates, city, and states correctly Uses commas in dates, locations, addresses, and items in a series correctly Uses pronouns, adjectives, compound words, and articles correctly Capitalizes geographical names, holidays, historical periods, and special events Spells one-syllable words that have blends, contractions, compounds, and other spelling patterns 	<ul style="list-style-type: none"> Writes complete sentences, using correct word order Correctly uses various parts of speech (<i>nouns and verbs</i>) Uses commas in the greeting and closure of a letter, dates, and items in a series Capitalizes all proper nouns, words at the beginning of sentences and greetings, months and days of the week, and titles and initials of people Spells frequently used, irregular words, basic short-vowel, long-vowel, r-controlled, and consonant-blend patterns correctly 	<ul style="list-style-type: none"> May have some incomplete sentences and incorrect word order Inconsistent use of parts of speech Some errors in punctuation and plurals Spells common sight words correctly and other words phonetically Some errors in capitalization and ending punctuation 	<ul style="list-style-type: none"> Writes fragments and words, rather than sentences Incorrect use of parts of speech Common sight words are frequently misspelled Some sound/symbol relationship is evident Many errors in punctuation, capitalization, and plurals