

Letter to a Friend Assessment Rubric

Task	Exceeds Proficiency	Meets Proficiency	Nearly Meets Proficiency	Does Not show Proficiency	Points
Format W-10-1.4		Followed format: typed correct fonts double spaced heading/date terms underlined complete sentences 15 points	Missing one of the requirements 10 points	Missing two or more of the requirements 8-0 points	
Introduction W-10-1.4		Topic was introduced; included enough detail to prepare the reader 10 points	Attempted to meet requirements but lacks detail 7 points	The topic was not adequately Introduced. 5-0 points	
Required Terminology 1 point each	Letter contained more than 15 terms used correctly	Letter contained and used at least 15 terms correctly	Letter used at least 10 terms correctly	Letter used less than 10 terms correctly	
Explanation of Science Concept W-10-8.2 LS1-1a	Science concept are explained in great detail; required research 17 points	Major Science concepts are explained. Details and or examples were provided to educate the reader 15 points	Attempted to meet requirements but lacks detail 12 points	Explanations of science concepts are missing 8-0 points	
Content Accuracy LS1-1a	Letter was 100% accurate 17 points	Letter contained a minor error 15 points	Contained a few minor errors 12 points	Several errors were made 5-0 points	
Organization W-10-14.3		Letter is well organized; easy to follow 5 points	Sections are difficult to follow 3 points	Lacks organization 0 points	
Creativity W-10-5.1 to W-10-5.3	Maintains the attention of the reader 7 points	Some creative elements; interesting to the reader 5 points	Made an attempt at being creative 3 points	Letter lacked interest; no creativity 0 points	
Writing Mechanics W-1.1 to 1.3		Grammar and spelling is correct throughout 5 points	A few minor errors; did not add confusion 4 points	Several errors which added confusion 0 points	
Personal Reflection LS1-1a W-10-14.2 W-10-11.2	Personal reflection went into great detail 7 points	Personal reflection was presented and detailed 5 points	Attempted to meet requirements but lacked detail 3 points	Reflection was Incomplete or missing 0 points	
Deadline		Work was turned in on time +10 points		Work was not turned in on time +0 points	

Possible Points = 100+

Points 100% = 90

Points Earned _____ /90

GRADE: