

December Penpal Letter Rubric _____

| TOPIC: What you have done in the past during this holiday season | 4 points Excellent | 3 points Very Good | 2 points Somewhat Satisfactory | 1 point Needs Improvement | Your Score |
|---|---------------------------------------|---|--|---|-------------------|
| Salutation and Closing | Salutation and closing have no errors | Salutation and closing have few errors and are placed appropriately | Salutation and closing have 3 or more errors. One or both not correctly placed | Salutation and/or closing missing | |
| Spelling, capitalization, punctuation | No errors in body of letter | 1-2 errors in body of letter that do not interfere in meaning | 3-4 errors in body of letter that begin to interfere in meaning | Over 4 errors in body of letter that make the letter fairly difficult to comprehend | |
| Grammar Element 1: Respond to something in the penpal's letter | Completed | Somewhat completed | Barely completed | Did not complete | |
| Grammar Element 2: Use at least two past tense –ar verbs | Completed | Somewhat completed | Barely completed | Did not complete | |
| Grammar Element 3: Use at least one past tense form of ir, ser, dar, ver, or hacer | Completed | Somewhat completed | Barely completed | Did not complete | |

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|------------------------------|--|---|--|---|--|
| General Grammar | No major errors in grammar, easy to comprehend letter | 1-2 major errors that do not interfere with meaning | 3-4 major errors that begin to interfere with meaning | Over 4 major errors that make the letter difficult to comprehend | |
| Ideas/Topic | Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about. Stayed on topic. | Ideas were expressed in a pretty clear manner, but the organization could have been better. Topic is mostly discussed. Jumped around a little bit with topic. | Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about. Topic is not clear. | The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about. Topic was not discussed at all. | |
| Length | Letter is ten complete sentences, no fragments | Letter is 8-9 sentences, 1 or 2 fragments | Letter is 6-7 sentences, may have a few fragments | Letter has five or fewer sentences, may have many fragments | |
| On task | Student is always on task in seat working on letter | Student is mostly focused on task but appears to deviate 1-3 times in an hour | Student really is not focused on task and is distracted about 50% of the time | Student does not work on letter very much of the time, on task 25% of the time | |
| Translators/Dictionary usage | Student appears not to have overused translators/dictionaries | Student appears to have used them more than a little for many words here and there | Many words and verbs have been translated, forms and vocab are used that we haven't learned yet | Basically all of the letter was translated. Around 75% of forms and vocab are used that we haven't learned at all | |
| Total | 40-36 A | 35-32 B | 31-28 C | 27-24 D | |

Comentarios: