

January Penpal Letter Rubric _____

TOPIC: Sports and staying healthy	4 points Excellent	3 points Very Good	2 points Somewhat Satis- factory	1 point Needs Improve- ment	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: Use any two words/phrases from front of vocab sheet (not adverbs)	Completed	Somewhat completed	Barely completed	Did not complete	
Grammar Element 2: Use at least two past tense –er/-ir verbs	Completed	Somewhat completed	Barely completed	Did not complete	
Grammar Element 3: Use at least one adverb ending in -mente	Completed	Somewhat completed	Barely completed	Did not complete	

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: