



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

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