**Professional Writing 1 Rubric**

**Personal Letter**

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|  | **Message** |
|  | **Form**  3 Writer demonstrates correct letter form.  2 Writer demonstrates some knowledge of correct letter form.  1 Writer demonstrates little or no knowledge of correct letter form. |
|  | **Tone**  3 Letter demonstrates a conversational tone with the reader.  2 Letter demonstrates some attempt to relate to the reader.  1 Letter demonstrates little thought for and connection with the reader. |
|  | **Organization**  3 Letter demonstrates preplanning and contains clear ideas.  2 Letter demonstrates preplanning and contains some random ideas.  1 Letter demonstrates little or no forethought and contains mostly unrelated, random ideas. |
|  | **Details**  3 Letter includes several specific details.  2 Letter includes occasional, random details.  1 Letter includes generalizations and few details. |
| \_\_\_\_\_\_\_\_\_\_\_\_ | **Message Score** |
|  | **Mechanics** |
|  | **Grammar/Usage**  3 Writer demonstrates a command of grade-level grammar skills, including agreement, verb usage, pronoun usage, and sentence structure.  2 Writer demonstrates a basic knowledge of grade-level grammar skills, including agreement, verb usage, pronoun usage, and sentence structure.  1 Writer demonstrates little or no knowledge of grade-level grammar skills. |
|  | **Spelling**  3 Writer uses and spells words above grade level.  2 Writer spells words on grade level.  1 Writer misspells grade-level words. |
|  | **Capitalization/Punctuation**  3 Writer demonstrates a command of grade-level capitalization and punctuation.  2 Writer demonstrates an understanding of grade-level capitalization and punctuation.  1 Writer misuses grade-level capitalization and/or punctuation. |
|  | **Envelope**  5 Writer includes an addressed, stamped envelope with the letter. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ | **Mechanics Score**  **Total Score (Message plus Mechanics)** |

**Overall, this writing …**