**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. |
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**Overall, this writing …**