

### Letter Writing Rubric

K/U	R	Level 1	Level 2	Level 3	Level 4
Understanding of elements of letter	None	Limited	Some	Considerable	thorough
T/I					
Planning process complete, all templates and rough drafts completed with evidence of editing	None	Limited	Some	Considerable	thorough
Communication					
Expression and organization of ideas and information is clear and concise.	None	Limited	Some	Considerable	thorough
Application					
Transfer of knowledge and skills to new concepts- is able to transfer the letter writing skill to each letter task.	None	Limited	Some	Considerable	thorough