

Letter to an Author Rubric

You will receive 3 extra points in if you include the original yellow rubric with your final report.

	5- Advanced	4- Proficient	3- Basic	2- Below Basic	1- Far Below Basic
Form of Writing	Writes a letter to an author using the proper format. All parts of the letter fit the intended purpose of the assignment.	Writes a letter to an author using the proper format. More than 80% of the letter fits the intended purpose of the assignment.	Writes a letter to an author using the proper format. More than 60% of the letter fits the intended purpose of the assignment.	Writes a letter to an author (may be missing parts of the proper format.) Less than 60% of the letter fits the intended purpose of the assignment.	Letter does not use the proper format, and does not fit the intended purpose of the assignment.
Paragraph 1 Part 1 Complement and introduction	Uses many details to complement to the author and uses the title of the book in the introduction of the letter.	Uses some details to complement the author and uses the title of the book in the introduction of the letter.	Uses a few details to complement the author and uses the title of the book in the introduction of the letter.	Uses no details to complement the author and uses the title of the book in the introduction of the letter.	Doesn't include an introduction or a complement to the author.
Paragraph 1 Part 2 Character	Provides clear information about the favorite character including: name, specific character traits (2 or more), evidence and examples of the character traits.	Provides somewhat clear information about the favorite character including: name, specific character traits (2 or more), evidence and examples of the character traits.	Provides information about the favorite character including: name, ONE specific character traits, evidence and examples of the character traits.	Provides information about the favorite character including: name, ONE specific character traits, without evidence or examples of the character traits	Provides information about the favorite character including: name and no character traits or examples of traits.
Paragraph 2 Part 1 Summary	Correctly identifies the main idea in a clear and accurate manner and uses at least 2 important details.	Correctly identifies most of main idea in a complete sentence and uses at least 2 important details.	Identifies an idea but not the main idea in a complete sentence and uses at least 2 important details.	Identifies an idea but not the main idea in a complete sentence and uses at least 1 important details.	Includes unnecessary details doesn't and doesn't focus on main idea details.
Paragraph 2 Part 2 Connections	Describes 2 or more connections in great detail. Text to text Text to self Text to world	Describes 2 or more connections in detail. Text to text Text to self Text to world	Describes 2 or more connections in great detail. Text to text Text to self Text to world	Describes only or more connections in great detail. Text to text Text to self Text to world	Provides no connection between Text to text, text to self or text to world.
Paragraph 3 Lessons and influences	Provides many details and explanation about a lesson and an influence the author has had on the writer.	Provides some details and explanation about a lesson and an influence the author has had on the writer	Provides few details and explanation about a lesson and an influence the author has had on the writer	Only writes about an influence or lesson not both.	Doesn't include an influence or lesson in the writing.
Paragraph 3 Ending and Opinion	Writes a clear and specific concluding statement along with a detailed opinion.	Writes an adequate concluding statement along with an opinion.	Writes a weak concluding statement and has an opinion statement.	Writes either an opinion statement or a concluding statement but not both.	Does not include a concluding statement or an opinion statement.
Grammar: Capitalization and punctuation	All words are capitalized correctly and have correct punctuation.	Few errors in capitalization and punctuation.	Several errors in capitalization and punctuation.	Many errors in capitalization in punctuation.	Errors in capitalization and punctuation interfere with the reader's understanding of the letter.

