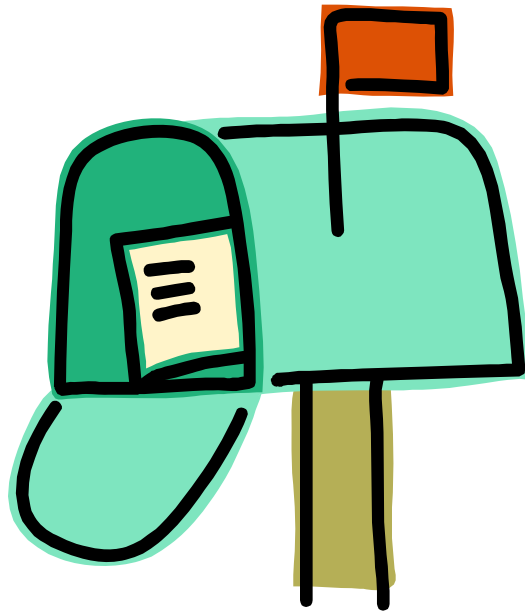


Letter Writing



Student Name: _____

Letter Writing Frame

Learning Goal: I can use an organizer to plan my main ideas and supporting examples/details.

Introduction and Opening (Purpose for letter)

Idea #1

Idea #2

Idea #3

Closing and Signature

Peer Revising/Editing Checklist

When reading my peer's work, I checked to see if:

Criteria	Editor's Comments
All components of a letter are included (greeting, beginning, middle, end and signature))	
Most important facts are included	
Ideas are written in separate paragraphs within the letter	
Facts are organized in a logical order	
The letter is written in the student's own words	
The spelling, grammar, punctuation, and vocabulary are grade appropriate	
Makes connections between letter writing, self, or other subject(s)	

Editor's Name: _____ Writer's Name: _____

Revision Checklist

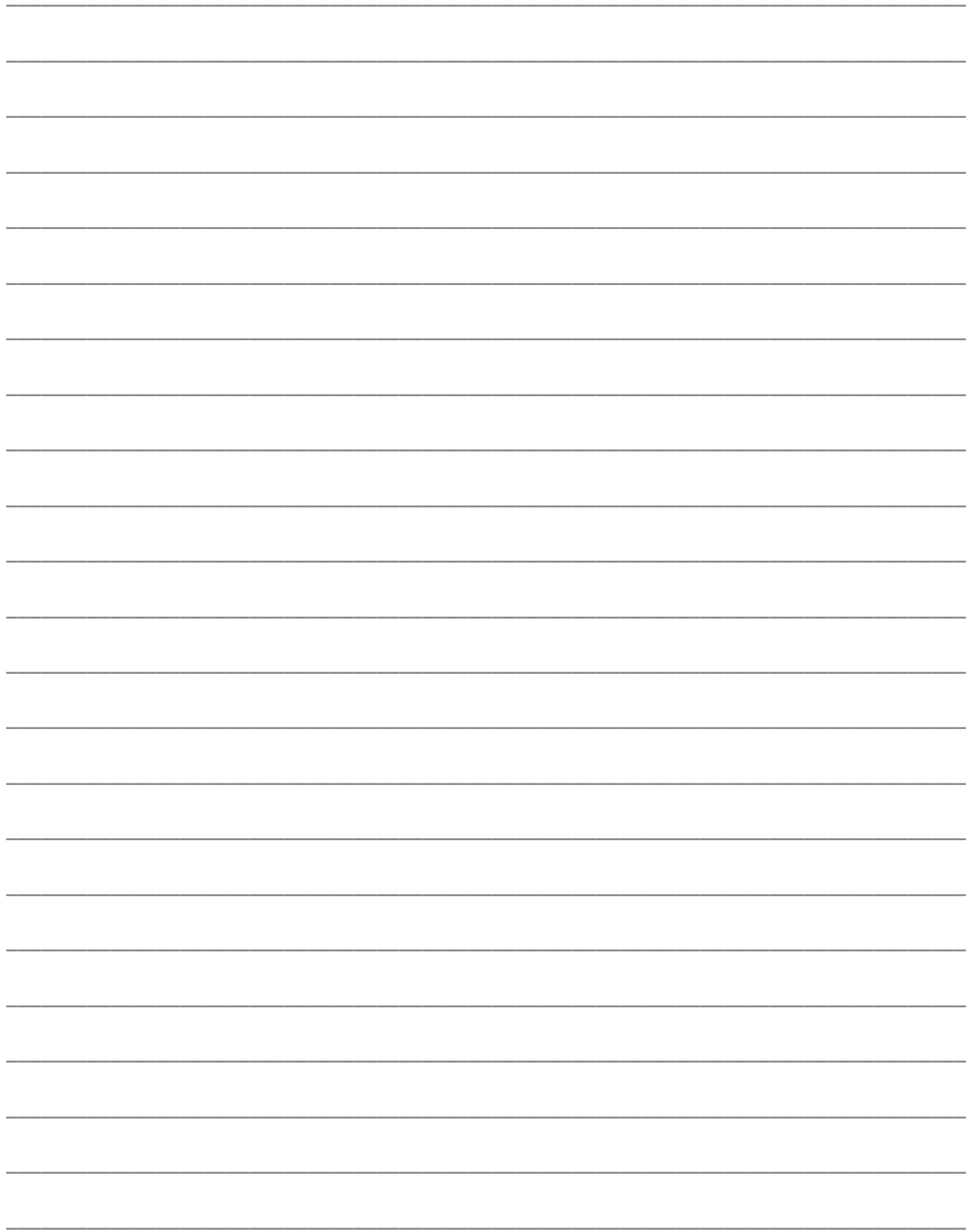
Use the checkboxes and criteria below when revising/ editing your letter.

Revising: When revising my work, I have tried to make certain:

- All components of a letter are included (greeting, beginning, middle, end and signature)
- Most important facts/ ideas are included
- Facts are organized in a logical order
- The ideas are written in separate paragraphs within the letter
- The letter is written in my own words
- There is a connection between letter writing self or other subject(s)
- I have used my peer's and teacher's feedback to improve my letter

Editing: When editing my work, I have tried to make certain:

- The letter is written with indented paragraphs
- The letter is free of errors in grammar, punctuation, and spelling



Letter Writing – Rubric

Category/Criteria	Level 4	Level 3	Level 2	Level 1
<p>Knowledge Knows the parts of a letter (greeting, beginning, middle, end and signature)</p> <p>Understands the content (facts/ ideas)</p>	<ul style="list-style-type: none"> - letter components are clear and concise - contains several interesting and accurate facts/ ideas about the topic 	<ul style="list-style-type: none"> - includes all parts of an letter - contains accurate facts/ ideas about the topic 	<ul style="list-style-type: none"> - includes some parts of an letter - contains some accurate facts/ ideas about the topic 	<ul style="list-style-type: none"> - information is not written in letter form - facts/ ideas are inaccurate or unrelated to the topic
<p>Inquiry Ideas are written in separate paragraphs within the letter</p> <p>Uses the graphic organizer to plan for writing</p> <p>Uses peer and teacher feedback to improve quality of the letter</p>	<ul style="list-style-type: none"> - each idea is written in a separate paragraph using transitions - effectively uses the planner to generate and organize key facts and ideas - uses all peer and teacher feedback to improve quality of letter 	<ul style="list-style-type: none"> - each idea is written in a separate paragraph - uses the planner to generate and organize key facts and ideas - uses peer and teacher feedback to improve quality of letter 	<ul style="list-style-type: none"> - some idea are written in separate paragraphs - somewhat uses the planner to generate and organize key facts and ideas - uses some peer and teacher feedback to improve quality of letter 	<ul style="list-style-type: none"> - idea are not separated by paragraphs - ineffectively uses the planner to generate and organize key facts and ideas - uses limited peer and teacher feedback to improve quality of letter
<p>Communication Uses own words and voice to convey information</p> <p>Organizes facts using a logical order</p> <p>Uses grade appropriate grammar, spelling, punctuation, and vocabulary</p>	<ul style="list-style-type: none"> - uses own words effectively and demonstrates voice - facts are organized in a logical order and make sense - there no errors in spelling, grammar, and punctuation 	<ul style="list-style-type: none"> - uses own words effectively - facts are organized and make sense - there are few errors in spelling, grammar, and punctuation 	<ul style="list-style-type: none"> - some evidence of own words - facts are somewhat organized and make sense - there are some errors in spelling, grammar, and punctuation 	<ul style="list-style-type: none"> - does not use own words - facts are mixed up and don't make sense - there are many errors in spelling, grammar, and punctuation
<p>Application Makes connections between letter writing self or other subject(s)</p>	<ul style="list-style-type: none"> - identifies a connection and makes a meaningful reflection 	<ul style="list-style-type: none"> - makes a connection 	<ul style="list-style-type: none"> - somewhat makes a connection 	<ul style="list-style-type: none"> - no connection is made