



WEEKLY LETTER WRITING EXPECTATIONS

Each week, you will receive a letter from your teacher. Included in the letter will be one or more topics that you will respond to, also in letter format! Your letter back will be due on Friday each week.

WHY DO WE WRITE LETTERS EACH WEEK?

- To get to know each other better. I'll learn more about you through your letters, and you will learn more about me by reading mine!
- To practice our writing skills in a fun and interesting way. Throughout the year, we will practice many writing styles through our letter writing!
- To reflect on what is going on in our world and in our classroom.

HOW TO DO YOUR VERY BEST LETTER WRITING

- ✓ Always read through my letter several times before beginning your response.
- ✓ Include all 5 parts of a letter in your response and indent the first line of each new paragraph. The 5 parts include the heading, the greeting, the body, the closing, and the signature.
- ✓ Be sure to respond to all of my questions or topics. Consider highlighting all of the different questions or topics in my letter so that you are sure to respond to them all!
- ✓ Use excellent word choice and let your voice shine through your letters! Ask yourself, "Will my teacher be able to make a mental picture of what I'm talking about?" or "Will she know this is MY letter?"
- ✓ Proofread your final letter at least once before turning it in.
- ✓ Neatness counts!

LETTER WRITING RUBRIC

AUTHOR: _____

	EXCEEDS	MEETS	PROGRESSING	BELOW
LETTER CONVENTIONS		Heading, Greeting, Body, Closing, and Signature Included. First line indented.	One or two letter parts are missing.	Three or more of the six parts are missing.
TOPIC & IDEAS	All topics are covered and additional ideas or topics are included.	All topics from the original teacher letter have a response.	The letter responds to some of the original teacher topics.	The letter does not respond to the original teacher topics.
VOICE & WORD CHOICE	Excellent word choice is used and the voice of the writer shines through. The writing creates vivid images for the reader!	Vivid words are used and the writer's voice is apparent in the letter.	Some vivid words are used. The writer's voice shines through in some parts of the letter.	Vivid words are not used. The writer's voice is not apparent in the letter.
GRAMMAR & SPELLING	No mistakes in grammar or spelling.	1 or 2 mistakes in grammar or spelling.	3 to 4 mistakes in grammar or spelling.	5 or more grammar or spelling mistakes.
NEATNESS		Letter is typed or written legibly.	Some parts are difficult to read.	The entire letter is difficult to read.

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