

**(heading)** 1612 Maple Avenue  
Anytown, FL 32555  
January 30, 2001

**(salutation)**

Dear Christy,

**(body)** Well, nearly a month has passed since New Year's Eve. So far I have done pretty well at sticking to my resolutions. I did join the gardening club, and I think I have made several new friends. I still miss everyone in New York very much.

How was your trip to Mexico? I hope you had a great time. Thank you for the beautiful postcards. I can't wait to see the pictures you promised me. Did you take videos as well as photographs? If so, I would love to see them too.

Please say hello to everyone at school for me. Write soon.

**(closing)** Your friend,

**(signature)** Kellie

# RUBRIC FOR FRIENDLY LETTERS

## I. Parts of a Friendly Letter

(each part of the letter must be used correctly,  
maximum of 10 points each)

Heading ..... \_\_\_\_\_

Salutation ..... \_\_\_\_\_

Body ..... \_\_\_\_\_

Closing ..... \_\_\_\_\_

Signature ..... \_\_\_\_\_

## II. Mechanics

(maximum of 10 points each)

Spelling ..... \_\_\_\_\_

Capitalization ..... \_\_\_\_\_

Punctuation ..... \_\_\_\_\_

**TOTAL POINTS**..... \_\_\_\_\_

(maximum 80 points)

Grading: 73 – 80.....

A

65 – 72.....

B

57 – 64.....

C

D

49 – 56.....

0 – 48.... F