

FRIENDLY LETTER --- GRADE 2 — Student's Name: _____

Cajon Valley Union School District
Standards-Based Writing Scoring Guide

	BELOW STANDARD (1) (Below Basic)	APPROACHING STANDARD (2) (Basic)	MEETS STANDARD (3) (Proficient)	EXCEEDS STANDARD (4) (Advanced)	SCORE
CONTENT	<p>In my letter I need to:</p> <ul style="list-style-type: none"> ___ Write a complete date, salutation, body, closing and signature (five parts of a letter) ___ Use correct format for the five parts of a letter ___ Develop the body 	<p>My letter:</p> <ul style="list-style-type: none"> ___ Is missing one or more parts of the letter ___ Has three parts of the letter written in correct format ___ Attempts to develop the body 	<p>My letter meets standard because the majority of the time I remembered to:</p> <ul style="list-style-type: none"> ___ Write a friendly letter complete with date, salutation, body, closing and signature (five parts of a letter) ___ Put four parts of the letter in correct format (placement & commas) ___ *Develop the body of the letter. 	<p>My letter meets all standard descriptors in “meets standard” column and includes 2 of 3:</p> <ul style="list-style-type: none"> ___ All five parts of the letter are in correct format ___ Uses adjectives and action verbs to create an interesting letter (good Word Choice) ___ Uses Writer's Voice 	
ORGANIZATION & FOCUS	<p>In my letter I need to:</p> <ul style="list-style-type: none"> ___ Maintain a consistent focus ___ Group related ideas ___ Move through a logical sequence of events ___ Use legible handwriting ___ Use spacing between words 	<p>My letter is inconsistent in:</p> <ul style="list-style-type: none"> ___ Focusing on topic (Wanders from topic) ___ Grouping of related ideas ___ Writing events in sequence ___ Using legible handwriting ___ Using of spacing between words 	<p>My letter meets standard because the majority of the time I remembered to:</p> <ul style="list-style-type: none"> ___ Maintain a consistent focus that develops a central idea ___ Group related ideas ___ Move through a logical sequence of events ___ Use legible handwriting ___ Use of spacing between words 	<p>My letter meets all descriptors in the “meets standard” column and includes 1 of 2:</p> <ul style="list-style-type: none"> ___ Writes narrative with a beginning, middle and end ___ Sequences events using transition words (e.g. next, then, finally, etc.) 	
LANGUAGE CONVENTIONS	<p>In my letter I need to:</p> <ul style="list-style-type: none"> ___ Use complete sentences ___ Use correct grammar (word order, nouns and verbs) ___ Use capitals according to 2nd grade standards ___ Use punctuation according to 2nd grade standards ___ Spell grade level words correctly 	<p>My letter is inconsistent in:</p> <ul style="list-style-type: none"> ___ Using complete sentences ___ Using correct grammar (word order, nouns and verbs) ___ Using capitals according to 2nd grade standards ___ Using punctuation according to 2nd grade standards ___ Spelling grade level words correctly; errors may cause distraction 	<p>My letter meets standard because the majority of the time I remembered to:</p> <ul style="list-style-type: none"> ___ Use complete sentences ___ Use correct grammar (word order, nouns and verbs) ___ Use capitals according to 2nd grade standards ___ Use punctuation according to 2nd grade standards ___ Spell grade level words correctly; errors do not cause distraction 	<p>My letter meets all descriptors in the “meets standard” column and includes 1 of 2</p> <ul style="list-style-type: none"> ___ Evidence of compound or complex sentence structure (Sentences begin in a different way, or sentences do not begin with “and”) ___ Spells 2nd grade words correctly and takes risks with unknown words 	
<p>TOTAL SCORE 3 – 5 Below Basic 6 - 8 Basic 9 – 10 Proficient 11 – 12 Advanced</p> <p style="text-align: center;">* Descriptor must be met to meet standard Proficient: 3 of 3 and 4 of 5</p>					