

PERSONAL & FORMAL LETTER---GRADE 3—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 STANDAR (4) (Advanced)	SCORE
CONTENT	<p>In my writing I need to:</p> <ul style="list-style-type: none"> ___ Write to the prompt ___ Use friendly or formal language that corresponds to the purpose of the letter ___ Write the date, greeting, body, closing and signature ___ Write the five parts of the letter in correct format ___ Make the purpose of the letter clear to the reader 	<p>My writing:</p> <ul style="list-style-type: none"> ___ Gets off the topic for the prompt ___ Does not consistently use language that matches the purpose of the letter ___ Is missing two or more parts of the letter ___ Does not have all parts written in the correct place ___ Is confusing to the reader 	<p>My writing meets standard because the majority of the time I remembered to:</p> <ul style="list-style-type: none"> ___ Write to the topic of the prompt ___ Use friendly or formal language that corresponds to the purpose of the letter ___ Include the date, greeting, body, closing and signature in the correct place ___ Make the purpose of the letter clear to the reader (personal or formal letter, thank-you note, or invitation) 	<p>My writing meets all descriptors in “meets standard” column and:</p> <ul style="list-style-type: none"> ___ Has a well developed purpose and context 	
ORGANIZATION & FOCUS	<p>In my writing I need to:</p> <ul style="list-style-type: none"> ___ Write one paragraph ___ Write a beginning sentence that establishes the purpose of the letter ___ Include 3 detailed sentences that support the topic and are logically sequenced ___ Write a concluding sentence ___ Use correct margins and spacing between words ___ Write legibly 	<p>My writing:</p> <ul style="list-style-type: none"> ___ Does not include a complete paragraph ___ Is not indented ___ Begins with a simple sentence ___ Includes 3 sentences but some may lack detail, may not support the topic, or are not in a logical order ___ Has a concluding sentence but does not create a feeling of closure ___ Does not have consistent margins and spacing of words ___ Is <u>not</u> consistently legible 	<p>My writing meets standard because the majority of the time I remembered to:</p> <ul style="list-style-type: none"> ___ Write at least one paragraph ___ Indent my paragraph ___ Begin with a sentence that establishes the purpose of the letter ___ *Include at least 3 detailed sentences that support the topic and move through a logical sequence ___ Write a concluding sentence that creates a feeling of closure ___ Use correct margins and spacing between words ___ Write legibly 	<p>My writing meets all descriptors in “meets standard” column and:</p> <ul style="list-style-type: none"> ___ Writes a paragraph that is focused and well sequenced 	
LANGUAGE CONVENTIONS	<p>In my writing I need to:</p> <ul style="list-style-type: none"> ___ Use complete sentences ___ Use a variety of ways to begin sentences ___ Keep subject/verb agreement ___ Use correct grammar (nouns, verbs, adjectives, pronouns, articles, and compound words) ___ Use correct capitalization according to 3rd grade standards ___ Use correct punctuation according to 3rd grade standards ___ Spell grade level words correctly 	<p>My writing is inconsistent in:</p> <ul style="list-style-type: none"> ___ Using complete sentences ___ Using a variety of ways to begin sentences ___ Keeping subject/verb agreement ___ Using correct grammar (nouns, verbs, adjectives, pronouns, articles, and compound words) ___ Using correct capitalization according to 3rd grade standards ___ Use correct punctuation according to 3rd grade standards ___ Spelling grade level words correctly; errors may cause distraction 	<p>My writing meets standard because the majority of the time I remembered to:</p> <ul style="list-style-type: none"> ___ Write complete sentences ___ Use a variety of ways to begin sentences ___ Keep subject/verb agreement ___ Use correct grammar (nouns, verbs, adjectives, pronouns, articles, and compound words) ___ Use correct capitalization according to 3rd grade standards ___ Use correct punctuation according to 3rd grade standards ___ Spell grade level words correctly; errors do not cause distraction 	<p>My writing meets all descriptors in “meets standard” column and includes 1 of 2:</p> <ul style="list-style-type: none"> ___ Uses a wide variety of sentence structures (compound or complex) ___ Takes risks spelling above grade level words. 	
TOTAL SCORE	3 – 5 Below Basic	6 - 8 Basic	9 – 10 Proficient	11 – 12 Advanced	
* Descriptor must be met to meet standard in the area. Proficient:, 3 of 4 and 6 of 7					