

# *Lively Magnet Letter Writing Rubric*

Requirements: Two hundred word (minimum) letter typed or handwritten by the student.  
You may choose to write in either **English** or **Spanish**.

Key Trait	1	2	3	4
<b>Message</b>	Topic is addressed in a brief or cursory manner; weak formulation of ideas; writing not personal.  The letter does not address the prompt.	Topic is approached in a common or predictable way, but still includes some clear ideas or pertinent details. Some ideas presented are personal and interesting for reader.  The letter answers part of the prompt but may digress from the main ideas at times.	Letter approaches topic in an interesting way, including some clear and thought-provoking ideas.  The letter answers most of the prompt with many details that support the topic.	Writing has a clear message that shows students actively engaged and showed  The letter answers all parts of the prompt thoroughly with all details connected to the topic.
<b>Evidence</b>	Statements are made with little reasoning or details and commentary are either weak or missing.	Statements are made with some reasoning but lacks depth within the details.	Solid evidence with many details or examples that help elaborate on the main ideas; as well as some commentary, insight, or reflection.	Strong and overwhelming evidence of mastery of formulating ideas with personal and interesting details elaborated.  Contains insightful or thought-provoking commentary, reflection, or real world application.
<b>Organization</b>	No paragraphing skills evident. Writing lacks a sense of organization  Letter may wander; lack of structure and organization.	Some evidence of organization of ideas and writing  May focus too much on one part of the prompt and somewhat neglect another. Letter reveals some evidence of organizing thoughts; flow of ideas may be rough but workable.	Solid evidence of writer proficiency with paragraphing and organization of ideas  Letter contains a basic structure and organized with a logical flow of ideas for an easy read	Strong and overwhelming evidence of writer attention to <b>organization of ideas</b>  Letter is structured well and organized for an easy read
<b>Voice</b>	Piece of writing lacks the personal voice and experience with little attention to detail throughout	Some evidence of student voice is apparent in parts of essay along with some attention to detail  Writing may be too broad or bland to reveal the writer behind the ideas	Most of the writing shows solid evidence of personal voice and experience with attention to detail  Letter may reveal personality of the writer	Strong and overwhelming evidence of personal voice and experience with great attention to detail.  Letter is engaging and reveals the personality of the writer or a unique viewpoint
<b>Word Choice/ Fluency</b>	Words are confusing or misused in letter  Many sentences are difficult to follow, go off topic, or have the same structure.	Some of the words chosen show writer's skill and maturity of expression  Some evidence of sentences flowing to	Most of the writing shows skillful and mature use of student word choice and expression	Strong and overwhelming evidence of student's own word choices, maturity of expression  Strong and overwhelming evidence of mastery of

		form ideas or expressions.	Solid integration of a variety of types of sentences that flow together on topic throughout	crafting a variety of sentence types / (transitions)
<b>Conventions</b>	Little to no attention to grammar, usage, or mechanics	Some evidence of knowledge of grammar, usage and conventions	Solid evidence of awareness of proper grammar, usage, and mechanics	Strong and overwhelming evidence of mastery of grammar, usage, and mechanics

Based on a rubric presented in *Traits of Writing* by Ruth Culham  
 Revised by Lively Magnet Committee, Fall 2024

**STUDENT NAME:** \_\_\_\_\_

**GRADER NAME:** \_\_\_\_\_

**LETTER SCORE:** \_\_\_\_\_