

Letters Home

	4	3	2	1
Format/Point of View	Letter format is used and point of view is clear and consistent.	Letter format is used and point of view is consistent.	Letter format is used, but point of view is not clear or consistent.	Incorrect format used and point of view is not clear or consistent.
Information	All questions are answered clearly.	Most questions are answered.	Some questions are answered.	Questions are not answered.
Conventions	There are no mistakes in conventions.	There are a few mistakes on conventions, but one can still read it.	There are several mistakes on the conventions.	There are several mistakes that make it hard to read.