**Directions: Write a letter to yourself that you will open at the end of 8th grade.**

Requirements:

* Friendly Letter Format
  + Heading/Salutation
  + Three Body Paragraphs (Minimum 6 Sentences)
    - Who Am I?
    - Predictions about 8th Grade
    - School/ Year Goals
  + Closing

**The final product should include the brainstorm activity, EDITED rough draft, and final draft.**

\*Your final copy should be printed before class. You will not be permitted to print in class on the due date.\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CATEGORY | **4** | **3** | **2** | **1** | **Total** |
| **Salutation and Closing** | Salutation and closing have no errors in capitalization and punctuation. | Salutation and closing have 1-2 errors in capitalization and punctuation. | Salutation and closing have 3 or more errors in capitalization and punctuation. | Salutation and/or closing are missing. |  |
| **Format** | Complies with all the requirements for a friendly letter. | Complies with almost all the requirements for a friendly letter. | Complies with several of the requirements for a friendly letter. | Complies with less than 75% of the requirements for a friendly letter. |  |
| **Ideas** | Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about. | Ideas were expressed in a pretty clear manner, but the organization could have been better. | Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about. | The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about. |  |
| **Length** | The letter is 18 or more sentences. | The letter is 11- 17 sentences. | The letter is 5-10 sentences. | The letter is less than 5 sentences. |  |
| **Capitalization and Punctuation** | Writer makes no errors in capitalization and punctuation. | Writer makes 1-2 errors in capitalization and punctuation. | Writer makes 3-4 errors in capitalization and punctuation. | Writer makes more than 4 errors in capitalization and punctuation. |  |
| **Sentences & Paragraphs** | Sentences and paragraphs are complete, well-constructed and of varied structure. | All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well. | Most sentences are complete and well-constructed. Paragraphing needs some work. | Many sentence fragments or run-on sentences OR paragraphing needs lots of work. |  |
| **Grammar & spelling (conventions)** | Writer makes no errors in grammar or spelling. | Writer makes 1-2 errors in grammar and/or spelling. | Writer makes 3-4 errors in grammar and/or spelling | Writer makes more than 4 errors in grammar and/or spelling. |  |
| **Required Elements** | All Four elements have been turned in. (Brainstorm, Rough Draft, Edits, & Final Draft) | Three of the four elements have been turned in. (Brainstorm, Rough Draft, Edits, & Final Draft) | Two of the four elements have been turned in. (Brainstorm, Rough Draft, Edits, & Final Draft) | Only one element has been turned in. (Brainstorm, Rough Draft, Edits, & Final Draft) |  |