

## Writing Friendly letter Rules and Rubric

- Start by writing the **Heading** at the **top right of the page**. The heading includes your **address** and the **date**.
- Then write the **Greeting** on the **top left of the page after the heading**. The greeting **begins with a capital letter and ends with a comma**.
- Now you can start writing the **Body**. The body of the letter is in **paragraph form**.
- Leave a **space** before your topic sentence. (**Indentation**)
- Write an interesting **topic sentence** at the beginning of your paragraph.
- Include at least **3 details** about the topic that you're writing about.
- End your paragraph with a **proper conclusion**.
- Write the **Closing** of your letter on the **bottom right of your page**. It **begins with a capital letter and ends with a comma**.
- **Directly under the closing**, write your name (it begins with an **uppercase**) as the **Signature**.
- Use your **best handwriting**.
- Use accurate **spelling**.
- Use correct **punctuation marks** and **capitalization rules**.
- Use the appropriate **tense**.



## Rubric

**Paragraph  
structure (Topic  
sentence/  
Supporting  
sentences /  
Conclusion)**

**1 point**

**Content  
Ideas**

**1 point**

**Letter  
parts,  
format of  
a letter**

**2  
points**

**Spelling,  
grammar,  
punctuation,  
capitalization,  
indentation**

**1 point**