

Name: _____ Date: _____ Period: _____

Letter To Future Self Rubric

Read your rubric carefully so that you know exactly how your letter will be graded and so you can check your own work. Be sure that your letter is ready to hand in at the start of class on its due date. Fill in the score you believe you have earned in each area before turning your letter in. 3 points will be deducted if you have not “graded” your own letter.

Letter Requirement:	Student Score:	Teacher Score:	Comments:
Evidence of the writing process shown. Attach each stage of the writing process in the following order: (Top: rubric, final copy, draft with evidence of revision, outline/brainstorming)	<u> </u> /5	<u> </u> /5	
Letter contains 4 paragraphs, each meeting or exceeding the minimum sentence requirement listed.	<u> </u> /5	<u> </u> /5	
Letter contains a date, greeting and salutation and is in the correct format.	<u> </u> /5	<u> </u> /5	
Introduction captures attention with opening sentence and provides 2 clear goals.	<u> </u> /5	<u> </u> /5	
Paragraphs 2 and 3 each state a goal, why it was set and plans for achieving that goal.	<u> </u> /5	<u> </u> /5	
Conclusion contains required information and provides a sense of closure.	<u> </u> /5	<u> </u> /5	
Letter purpose and audience is clear and appropriate. Overall clarity of letter is easy to follow and clearly explained.	<u> </u> /5	<u> </u> /5	
Writing demonstrates sentence variety and grade level appropriate skills.	<u> </u> /5	<u> </u> /5	
Grammar, punctuation, and mechanics used properly.	<u> </u> /5	<u> </u> /5	
No spelling errors.	<u> </u> /5	<u> </u> /5	
Letter is written in blue/black ink (or typed) and is legible.	<u> </u> /5	<u> </u> /5	

I believe I have earned /55 points.

Teacher's
Total Score: /55 points

5=excellent: Letter is fully developed in this regard; very little need for revision in this area.

4=above average: Letter is mostly developed; slight revision in this area would improve the overall effect of the letter.

3=average: Letter is mostly developed; some revision in this area would improve the overall effect of the letter.

2=below average: Letter is somewhat developed in this regard; this is an area to consider revising.

1=weak: Letter demonstrates little development in this regard; this is an area needing significant revision.

0=no effort: Letter demonstrates no development in this area or is incomplete; there is a clear need for revision.