

| CATEGORY | 4 | 3 | 2 | 1 |
|--------------------------|---|---|--|--|
| Content | Letter includes all 6 items listed in the Task. Letter includes descriptive language and describes how you felt during the journey. | Letter includes 5 items listed in the Task. Letter includes descriptive language and describes how you felt during the journey. | Letter includes 4 items listed in the Task. Letter includes some descriptive language and describes only a little how you felt during the journey. | Letter includes 3 or less of the items listed in the Task. Letter does not include descriptive language and does not describe how you felt during the journey. |
| Parts of a Letter | Writes all five parts of a friendly letter. (Date, Greeting, Body, Salutation, Signature). | Writes four of the five parts of a friendly Letter. (Date, Greeting, Body, Salutation, Signature) | Writes two or three parts of a friendly Letter. (Date, Greeting, Body, Salutation, Signature) | Writes one or none of the parts of a friendly Letter. (Date, Greeting, Body, Salutation, Signature) |
| Conventions | Writer makes 0-2 errors in grammar, spelling, capitalization or punctuation. | Writer makes 3-4 errors in grammar, spelling, capitalization or punctuation. | Writer makes 5-6 errors in grammar, spelling, capitalization or punctuation. The letter is sometimes hard to understand. | Writer makes more than 6 errors in grammar, spelling, capitalization or punctuation. The letter is very hard to understand. |