Name Date

Pen Pal Letter Grade Sheet

5 points possible for each of the following:

 Letter includes all five parts of the friendly letter with proper placement, as discussed in class

 Letter includes at least one paragraph with content required by Mrs. Conrow

 Letter includes at least one paragraph where you respond to your pen pal’s questions and ask your own

 Paragraphs use proper paragraph form as discussed in class and defined on the handout

 Vivid words are used and the writer’s voice is apparent in the letter

 Proper grammar and spelling are used

 Letter is typed or written legibly in ink

 total points earned %

 35 points possible

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