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| Outcome | Not Yet | Limited | Proficient | Outstanding |
| 2.25- write or represent the meaning of texts in different ways (Letter Writing) | Is not able to write a friendly letter.Formatting for friendly letter is not considered.  | Is able to write a friendly letter, but needs a lot of assistance to write in correct format. Format for letter is considered but quite a few errors exist.  | Able to work mostly independently on correct friendly letter format. May have one or to formatting errors.  | Worked independently and wrote letter in correct format. No mistakes in format. |
| 3.3.1- use clear organizational structures3.3.2- organize ideas and information to emphasize key points for audience(Able to organize using friendly letter format) | Ideas are not organized at all. | Ideas are beginning to be organized. Some evidence of paragraph ordering.  | Ideas are organized, and two or three paragraphs exist.Some topic sentences help to maintain coherence. | Ideas are clearly organized, and three coherent paragraphs exist. Topic sentences help to maintain coherence. |
| 3.3.3- add delete or combine ideas to communicate more effectively | No changes made from rough copy to good copy. | Some changes were made to improve. | Most changes were made to improve. | All of the necessary changes were made to improve. May be evidence of adding more details.  |
| 4.1.2- provide feedback to others and to revise own work4.1.4- edit for appropriate use of statements, questions and exclamationsEdit for commonly misspelled words in letter | Unable to edit for commonly misspelled words. | Able to edit misspelled words with assistance. Errors exist in good copy.  | Independently edits for misspelled words. Minor errors in good copy.  | Independently edits for misspelled words in first draft. No errors exist in good copy.  |
| 4.1.5- write legibly | Letter is illegible. | Student makes improvements in legibility from rough copy to good copy, but some words remain illegible. | Students writes legibly, but some words remain hard to read. | Students letter is easy to read, completely legible. |