

February Book Report Rubric Letter to the Author

BUSINESS LETTER FORMAT

Heading/School Address	_____	/5
Inside Address (Author's)		
(Let me know if you can't find it. I'll find it.)	_____	/5
Greeting/Salutation	_____	/5
Correct Spacing	_____	/5
Closing	_____	/5
Signature (First, Last name)	_____	/5
Name Typed (First, Last name)	_____	/5
	Total_____	/35

PARAGRAPH CONTENT

1st paragraph: Introduce yourself, book read, opinion of book	_____	/10
2nd paragraph: Explain, illustrate supporting detail #1 with information from book	_____	/10
3rd paragraph: Explain, illustrate supporting detail #2 with information from book	_____	/10
4th paragraph: Explain, illustrate supporting detail #3 with information from book	_____	/10
5th paragraph: Ask questions, suggest alternative ending, thank author	_____	/10
	Total_____	/50

NEATNESS/ACCURACY

Spelling/Conventions	_____	/5
Typed, Double Spaced, 12 pt font, Times New Roman	_____	/5
	Total_____	/10

GOOGLE DOCS

Send to Ms. Souba via *Google Docs*.

(Name it: grade.lastname_Feb. Book Report

 Example: 7.Souba_Feb. Book Report) _____/5

Total_____/5

Grand Total_____/100