

Monterey Middle School
851 Monterey Ave.
Victoria, B.C. V8V 4V1
Sept. _____, _____

(Your First & Last Name)
Monterey Middle School
851 Monterey Ave.
Victoria, B.C. V8V 4V1

Dear _____,
(Your First Name)

I am writing this letter to help me remember what it was like when I started at Monterey Middle School. Before I came to the school I was feeling _____, but now I am feeling _____.

By the time I read this letter in June I will probably be _____.

At middle school I look forward to various things. One of the things I like to do is _____, which I do _____ (in school, outside of school)

Another thing that I enjoy is _____, especially when _____.

I also spend time _____.

I expect that in June, I will like _____.

So that I can have a (an) _____ year, I have these plans, (happy, successful, outstanding, ...)

goals, and advice for myself. One of my goals is to _____

To reach this goal I plan to _____

My advice to myself is _____.

Another goal is to _____.

and my plan is to _____.

Good advice to reach this goal is _____.

With goals and plans I have a better chance of having a _____
year.

When I read this letter in June, I think I will be feeling _____
about what I have written. I expect to _____
_____.

Sincerely,

(Your Name)

Name _____ Date _____

Writing a Friendly Letter

1. The heading shows:

my address (line 1)

my city, state, and zip code (line 2)

the month, date, and year (line 3)

2. The salutation says "Dear _____,"
(friend's name)

3. The salutation is followed by a comma.

4. My letter follows the DEAR FRIEND planning outline.

5. The beginning of the letter tells my purpose for writing.

6. My letter includes details, descriptions, and anecdotes that make it interesting to read.

7. I reread what I wrote. It sounds like my own voice.

8. My letter has a satisfying ending.

9. My letter has a closing on the right side of the page
(*Sincerely, Love, Your friend*).

10. The closing is followed by a comma.

11. I separated paragraphs.

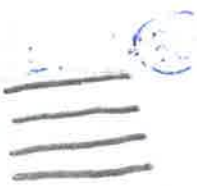
Yes

No

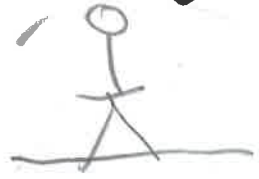
40 Rules of Checklists to Assess Reading and Writing - Student's Self-Assessment Checklist

Rubric

MB



~~NB~~



Mountain

(exceeding...)

uphill

(meeting...)

straight ahead

(minimally meeting...)

• 1-2 spelling errors OK

• more than 3 P

• goals and advice are mature, clear

• makes me say, "Wow!"

• write own letter

• all blanks filled in.

• spelling errors distract

• P - now

- likes

- Goals, advice

~3P

• hand in this rubric

• fill in blanks of letter frame

• < 3 P

• Handed in on time

Dear Friend...

Planning Form for a Friendly Letter

..... (your address)

..... (city, state, zip)

..... (date)

..... (salutation)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

(closing)

(your name)

Note: Leave an extra space between paragraphs or indent.

Name _____

Date _____

Writing a Friendly Letter

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Yes

No

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