**Thank You Letter Rubric**

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| **CATEGORY** | **(4) Excellent** | **(3) Good** | **(2) Almost** | **(1) Not Yet** |
| **Attractiveness & Organization**  | The letter attractively includes the six essential parts: heading, inside address, salutation, body, closing, and signature. | The letter contains the six essential parts: heading, inside address, salutation,body, closing, andsignature | The writer approximates the correct form for a business letter. The letter may be missing one or two essential parts. | The writer demonstrates a lack of understanding of the correct form for a business letter. The letter may lack essential parts. |
| **Content - Accuracy** (x2) | The letter has all of the required information and some additional information.  | The letter has all of the required information. | The letter has most of the required information. | The letter has little of the required information. |
| **Writing – Mechanics:**SpellingSentence FormGrammarPunctuationCapitalization | All of the writing is in complete sentences. Capitalization, punctuation and spelling are correct throughout.  | There are some errors in mechanics, usage, grammar, or spelling, but they do not detract from the meaning. | There are noticeable errors in mechanics, usage, grammar, or spelling. Some of these may hinder comprehension. | The letter is hard to understand due to numerous errors in mechanics, usage, grammar, or spelling. |
| **Language** | The letter uses formal and consistent language. It sparks the interest of the reader. | The letter uses formal language, but the level of language may be inconsistent. | The letter does not include the use of formal language. | The level of language is inconsistent or inappropriate. |

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| Raw Rubric Score  | Percentage  | 12  | 79  |
| 20  | 100  | 11  | 77  |
| 19  | 97  | 10  | 74  |
| 18  | 95  | 9  | 71  |
| 17  | 92  | 8  | 69  |
| 16  | 90  | 7  | 66  |
| 15  | 87  | 6  | 64  |
| 14  | 84  | 5  | 61  |
| 13  | 82  |