![A picture containing clipart

Description generated with very high confidence]()**Thank You Letter Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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, and  signature | 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:**  Spelling  Sentence Form Grammar Punctuation  Capitalization | 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 |