

Thank you Letter Rubric – final draft

Criteria	3 – Consistently	2 – Frequently	1 - Occasionally
Format			
<ul style="list-style-type: none"> ♦ Heading, Greeting, Body, Closing and Signature are complete and placed correctly on the paper. 			
Content			
<ul style="list-style-type: none"> ♦ Appropriate beginning sentence. ♦ Sentences are complete thoughts. ♦ Sentences follow a logical order. ♦ Supports main idea with details. ♦ Appropriate closing sentence. 			
Mechanics			
<ul style="list-style-type: none"> ♦ Correct use of capitals. ♦ Correct punctuation ♦ Indent for paragraph(s) 			