

Tri-River's Fair 4-H King and Queen

Thank You Note Score Card

4-H Member _____

Neatness <i>(worth 2 points)</i>			Letter is neatly written, and is easy to read with none or 1 distracting error corrections. It was done with care.	Letter has 2 or 3 distracting error corrections. It was done with some care.	Letter has more than 3 errors that impact reader's ability to read fluidly.	TOTAL
	Ranking points			2	1	
Envelope Format <i>(worth 2 points)</i>			Sender's and receiver's address are correctly written.	Envelope is addressed with 1 or 2 errors that wouldn't impact delivery.	More than 2 errors made in envelope format.	
	Ranking points			2	1	
Letter Format <i>(worth 2 points)</i>			Salutation, body, and closing are included.	Two of the three requirements are included.	Just the body is included.	
	Ranking points			2	1	
Content <i>(worth 4 points)</i>	Sentences are complete, well constructed and of varied structure.	All sentences are complete and well constructed with 1-2 errors in capitalization and punctuation.	Most sentences are complete, makes 3-4 errors in capitalization and punctuation.	Many sentence fragments or run-on sentences, still reads fluidly.	Many sentence fragments or run-on sentences.	
	Writer makes no capitalization and punctuation errors.			Writer makes more than 4 capitalization and punctuation errors.	Writer makes more than 4 capitalization and punctuation errors.	
	Ranking points	4	3	2	1	
COMMENTS:						TOTAL SCORE