

Thank You Note Rubric

Evaluation Component	Points Possible	Points Earned
Letterhead or school address	5	
Date	5	
Greeting	5	
A sentence thanking the person for giving up their time to come in.	10	
A sentence thanking them for sharing about their life.	10	
A sentence complimenting them about something.	10	
A sentence about the <i>specific</i> thing that you found the most interesting.	10	
A sentence about how your life will be different from meeting them	10	
Closing	5	
Signature	5	
Correct format	25	
TOTAL	100	

Comments: