



**ND FFA EMPLOYMENT SKILLS
FOLLOW-UP LETTER SCORECARD**

Contestant Name						
Chapter						
Indicator	Strong 5-4 pts	Moderate 3-2 pts	Weak 1-0 pts	Points Earned	Weight	Total
Format	Follow-up was directed to the appropriate person with an appropriate salutation and title. The level of formality and tone was appropriate for the type of correspondence.	Follow-up was directed to the appropriate person with an appropriate salutation and title with minor errors. The level of formality and tone was generally appropriate for the type of correspondence.	Follow-up was not directed to the appropriate person. No salutation or title was included. The level of formality and tone was not appropriate.		x 4	
Content	Effectively expressed appreciation and appropriately reiterated their qualities; expressed interest and appropriately state provisions for follow-up	Attempted to express appreciation and generally reiterated their qualities; generally expressed interest and attempted to state provisions for follow-up.	Did not attempt to express appreciation; did not attempt to reiterate their qualities; did not attempt to express interest or state provisions for follow-up.		x 7	
Grammar, Punctuation, Spelling	Spelling, grammar, and punctuation are extremely high quality with two or less errors in the document.	Spelling, grammar, and punctuation are adequate with three to five errors in the document.	Spelling, grammar, and punctuation are less than adequate with six or more errors in the document.		x 5	
Overall Impression	Follow-up was appropriate length, provides complete follow-up information, follows appropriate etiquette guidelines (avoids ALL CAPS, sarcasm, and exclamation points).	Follow-up was appropriate length, provides most follow-up information, follows appropriate etiquette guidelines (avoids ALL CAPS, sarcasm, and exclamation points).	Follow-up was too short, no follow-up information provided, does not follow etiquette guidelines (uses ALL CAPS, sarcasm, exclamation points).		x 4	
Total Maximum: 100						

Judge's Name

Judge's Signature

Date