

| Strong 5-4 pts  Strong 5-4 pts  Strong 5-4 pts  Strong 5-4 pts  Strong 10 propriate person with an oppropriate salutation and title. The level of strong that the type of correspondence.  Strong 10 propriate salutation and to correspondence. | Moderate 3-2 pts  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.  Attempted to express appreciation and generally reiterated their qualities; generally expressed | Weak 1-0 pts  Follow-up was not directed to the appropriate person. No salutation or title was included. The level of formality and tone was not appropriate.  Did not attempt to express appreciation; did not attempt to reiterate their qualities; did not  | Points<br>Earned   | Weight x 4   | Total   |
|--|---|--|--|--|---|
| to the appropriate person with an appropriate salutation and title. The level of smality and tone was propriate for the type of correspondence.  Effectively expressed appreciation and propriately reiterated their qualities;                  | 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.  Attempted to express appreciation and generally reiterated their qualities; generally expressed   | directed to the appropriate person. No salutation or title was included. The level of formality and tone was not appropriate.  Did not attempt to express appreciation; did not attempt to reiterate   |  | x 4  |   |
| appreciation and propriately reiterated their qualities;   | appreciation and generally<br>reiterated their qualities;<br>generally expressed  | express appreciation; did not attempt to reiterate   |  |  |   |
| pressed interest and appropriately state ovisions for follow-  | interest and attempted to<br>state provisions for<br>follow-up.   | attempt to express<br>interest or state<br>provisions for follow-up.   |  | x 7  |   |
| elling, grammar, and punctuation are tremely high quality th 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  |   |
| Follow-up was appropriate length, provides complete low-up information, follows appropriate tiquette 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  |   |
| ttt  | by visions for follow- up clling, grammar, and punctuation are remely high quality the two or less errors in the document.  Follow-up was ppropriate length, provides complete ow-up information, bllows appropriate ciquette guidelines voids ALL CAPS,  | Dilling, grammar, and punctuation are remely high quality th two or less errors in the document.  Follow-up was ppropriate length, provides complete ow-up information, ollows appropriate ciquette guidelines voids ALL CAPS, sarcasm, and exclamation points).  Spelling, grammar, and punctuation are adequate with three to five errors in the document.  Follow-up was appropriate length, provides most follow-up information, follows appropriate etiquette guidelines ( avoids ALL CAPS, sarcasm, and exclamation points). | Diling, grammar, and punctuation are remely high quality that two or less errors in the document.  Follow-up was ppropriate length, orovides complete ow-up information, bllows appropriate tiquette guidelines voids ALL CAPS, sarcasm, and sale grammar, and punctuation are adequate with three to five errors in the document.  Follow-up was appropriate length, provides most follow-up information, follows appropriate ciquette guidelines (avoids ALL CAPS, sarcasm, and exclamation points).  Follow-up was appropriate etiquette guidelines (avoids ALL CAPS, sarcasm, and exclamation points). | Spelling, grammar, and punctuation are adequate remely high quality th two or less errors in the document.  Follow-up was ppropriate length, orovides complete tow-up information, billows appropriate etiquette guidelines voids ALL CAPS, sarcasm, and sclamation points).  Follow-up was appropriate exclamation points).  Follow-up was appropriate exclamation points).  Follow-up was appropriate exclamation points).  Follow-up was appropriate etiquette guidelines (avoids ALL CAPS, sarcasm, and exclamation points). | Diling, grammar, and punctuation are remely high quality that two or less errors in the document.  Follow-up was ppropriate length, orovides complete ow-up information, bllows appropriate diquette guidelines voids ALL CAPS, sarcasm, and sexclamation provites)  Tollow-up was appropriate ciquette guidelines (avoids ALL CAPS, sarcasm, and sarcasm, and exclamation points).  Spelling, grammar, and punctuation are less than adequate with six or more errors in the document.  Follow-up was appropriate length, provides most follow-up information provided, does not follow etiquette guidelines (uses ALL CAPS, sarcasm, and exclamation points). |

| Judge's Name | Judge's Signature | Date |
|--------------|-------------------|------|