

<p>LETTER HEADING (4 points)</p> <p>All [placeholders] and [brackets] have been deleted and replaced with your name, address, phone number, and the date (4 points)</p> <p>RECIPIENT INFORMATION (4 points)</p> <p>All [placeholders] and [brackets] have been deleted and replaced with the instructor's information (4 points)</p> <p>GREETING (1 point)</p> <p>Recipient Name has been replaced with the instructor's name (1 point)</p> <p>BODY OF THE LETTER (85 points)</p> <p>There is a sentence that states the name of the first career website. (10 points) There is a sentence that states how you know the site is trustworthy. (10 points) The reason demonstrates that the student has read the information in Lesson 2 of Section 1. (5 points)</p> <p>There is a sentence that states the name of the second career website. (10 points) There is a sentence that states how you know the site is trustworthy. (10 points) The reason demonstrates that the student has read the information in Lesson 2 of Section 1. (5 points)</p> <p>There is a sentence that states the name of the third career website. (10 points) There is a sentence that states how you know the site is trustworthy. (10 points) The reason demonstrates that the student has read the information in Lesson 2 of Section 1. (5 points)</p> <p>CLOSING (4 points)</p> <p>There is a sentence that thanks the instructor for her time. (2 points) All [placeholders] and [brackets] have been deleted and replaced with your name (1 point)</p> <p>SPELLING AND GRAMMAR (12 points)</p> <p>Correct capitalization of proper nouns in the heading, greeting, and closing. Proper spelling and punctuation throughout the body.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>TOTAL SCORE (100 possible points)</p>	<hr/>