Reflect on the field trip you attended yesterday. What did you like about it? Even if you did not have 100% positive feelings about the trip, Mrs. Wilson and the museum staff worked hard to plan this trip for your benefit. Their efforts deserve your acknowledgement and appreciation. Write TWO thank-you letters, one to Mrs. Wilson and one to the museum staff. Both of your letters will be delivered and scored based on the criteria listed below:

**TURN THIS PAGE IN WITH YOUR FINAL LETTERS**

*5 points each:*

All five parts of a friendly letter are present and in the correct location

One letter is to Mrs. Wilson and the other is to museum staff

Both letters have a positive tone/voice that is appropriate to audience

Letters are clearly related to this week’s field trip

Both letters convey detailed thanks for something specific

Two + paragraphs with a clear main idea in each are present in both letters

Paragraphs are ordered logically with transitions between them

Letters present well (legible handwriting or easy to read & appropriately sized font)

Proper spelling, grammar, usage, capitalization, and punctuation used

points earned %

45 points possible