**Tim Horton’s Letter Marksheet**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uses block format, date format, address and appropriate salutation. /2

Font is size 12, consistent throughout and readable. /1

Text is spaced appropriately and centered vertically on page. /1

Introduction has an appropriate opening, and clearly states the problem. /2

Body paragraph expands details and suggests a solution. /2

Concluding paragraph summarizes and requests action.

Provides teacher/school contact information. /2

Appropriate closing, signing block, and typed name. Signed in pen. /2

Letter reflects contents of essay and voices a legitimate social responsibility concern. /3

Semantics (spelling, grammar, paragraph structure). /2

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Total Mark for the Letter /17