Civilization Letter Scoring Guide

Follows correct **business letter format** (20 points possible)
- Heading = 5 points
- Inside Address = 5 points
- Greeting = 2 points
- Body = 5 points
- Closing = 3 points

States **ways the civilization is great** (40 points possible)
- States 1 way = 5 points
- States 2-5 ways = 20 points
- States more than 5 ways = 40 points

States **items for trade** by this civilization (40 points possible)
- States 1 item = 5 points
- States 2-5 items = 20 points
- States more that 5 items = 40 points

Total =__________/100 points

Correct grammar (deduct 1 point for every mistake) = ________points

Final Total =__________/100 points