Rubric for Business Letter Writing

**Task Description:** *(Teacher may explain specific assignment in this space.)*

*Write text here.*

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| --- | --- | --- | --- | --- | --- |
| Criteria | Exemplary4 | Effective3 | Minimal2 | Unsatisfactory1 | Score |
| **Organization** | * Accurately uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)
 | * Mostly uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)
 | * Some noticeable errors in the use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)
 | * Several noticeable errors in the use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy)
 |  |
| **Content** | * The letter clearly states the purpose
* Appropriate explanations or facts used to support the main idea
* Easy to follow
* The tone is appropriate for the intended audience
 | * The letter clearly states the purpose
* Some explanations or facts used to support the main idea
* Somewhat hard to follow
* The tone is generally appropriate for the intended audience
 | * The purpose of the letter is unclear
* More explanations or facts need to be used to support the main idea
* Hard to follow
* The tone is too formal or too informal for the intended audience
 | * The purpose of the letter is unclear
* The main idea is not supported by explanations or facts
* Letter rambles; hard to follow or understand
* The tone is inappropriate for the intended audience
 |  |
| **Appearance** | * Typed, using correct spacing, font, and format
 | * Letter typed with few problems in spacing, font, or format
 | * Letter typed with frequent problems in spacing, font, or format
 | * The letter was not typed; the wrong format was used and hard to read
 |  |
| **Language Usage** | * Accurate use of punctuation and grammar
* No spelling errors
 | * One or two mistakes with punctuation or grammar
* One or two spelling errors
 | * More than two mistakes in punctuation or grammar
* More than two spelling errors
 | * Incorrect use throughout the letter of punctuation or grammar
* Frequent spelling errors distract from letter
 |  |

**Notes:** *Write text here*

**SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/16**

**Grading Legend**

*(A guide for teachers to breakdown grade distribution based on score)*

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| --- | --- |
| Points Earned | Grade Breakdown |
| 12-16 | **A** |
| 8-11 | **B** |
| 6-10 | **C** |
| 1-5 | **D** |