Rubric for Business Letter Writing

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

*Write text here.*

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| --- | --- | --- | --- | --- | --- |
| Criteria | Exemplary  4 | Effective  3 | Minimal  2 | Unsatisfactory  1 | 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** |