



Rubric for Color-Coded Business Letter

Handout 4

4	<ul style="list-style-type: none"> <input type="checkbox"/> The content of the letter is excellent. <input type="checkbox"/> The letter contains no more than one error. <input type="checkbox"/> The letter is color coded correctly.
3	<ul style="list-style-type: none"> <input type="checkbox"/> The content of the letter is good. <input type="checkbox"/> The letter contains no more than three errors. <input type="checkbox"/> Five parts of the letter were color coded correctly.
2	<ul style="list-style-type: none"> <input type="checkbox"/> The content of the letter is fair. <input type="checkbox"/> The letter contains no more than five errors. <input type="checkbox"/> Three parts of the letter were color coded correctly.
1	<ul style="list-style-type: none"> <input type="checkbox"/> The content of the letter was poor. <input type="checkbox"/> The letter contains six errors or more. <input type="checkbox"/> All six parts of the letter were incorrectly color-coded.
	Total Score

Grading Scale:

4 = 93-100

3 = 92-82

2 = 81-70

1 = 69-0