

RUBRIC FOR BUSINESS LETTERS

Student  
score

<b>Body</b>	Information is clearly and concisely presented.	Information is mostly clear, but lacks conciseness.	Information is somewhat unclear, and lacks conciseness.	Information is not clear.	Information is not clear, and runs on.	
	50	40	25	10	0	
<b>Spelling</b>	All words are spelled correctly	All words are spelled correctly, except one	All but two words are spelled correctly	All but three words are spelled correctly	Four or more words are spelled incorrectly	
	10	8	5	2	0	
<b>Grammar</b>	There are no grammar errors	There is one grammar error	There are two grammar errors	There are three grammar errors	There are four or more grammar errors	
	10	8	5	2	0	
<b>Format</b>	2 points per line item. Items include:	return address street, city/state, date,	recipient company name, person name, address street,	city/state, dear line, paragraphs formatted,	sincerely, space for sig, typed name, enclosure	
	30		TO	2	0	

TOTAL  
STUDENT  
SCORE

**Student Name**

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