## ED00057_Rubric for Color-Coded Business Letter

***Handout 4***

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| **4** | * **The content of the letter is excellent.** * **The letter contains no more than one error.** * **The letter is color coded correctly.** |
| **3** | * **The content of the letter is good.** * **The letter contains no more than three errors.** * **Five parts of the letter were color coded correctly.** |
| **2** | * **The content of the letter is fair.** * **The letter contains no more than five errors.** * **Three parts of the letter were color coded correctly.** |
| **1** | * **The content of the letter was poor.** * **The letter contains six errors or more.** * **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**