## ED00057_Rubric for Color-Coded Business Letter

***Handout 4***

|  |  |
| --- | --- |
| **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**