## RUBRIC FOR BUSINESS LETTERS

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

TOTAL
STUDENT
SCORE

**Student Name**