

# Business Letter Assessment Rubric

Writer: \_\_\_\_\_

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Topic (Weight)	1	2	3	4
<b>Return Address &amp; Date</b>	<input type="checkbox"/> Return address or letterhead is missing. <input type="checkbox"/> Date is missing. <input type="checkbox"/> 4 or more spelling, capitalization, or punctuation errors.	<input type="checkbox"/> Return address or letterhead is missing some information. <input type="checkbox"/> Date is there but format is incorrect. <input type="checkbox"/> 3 spelling, capitalization, or punctuation errors.	<input type="checkbox"/> Return address or letterhead is complete & accurate. <input type="checkbox"/> Date is complete & positioned correctly. <input type="checkbox"/> 1-2 spelling, capitalization, or punctuation errors.	<input type="checkbox"/> Return address or letterhead is complete & accurate. <input type="checkbox"/> Date is complete & positioned correctly. <input type="checkbox"/> No spelling, capitalization, or punctuation errors.
<b>Inside Address &amp; Salutation</b>	<input type="checkbox"/> Inside address is missing. <input type="checkbox"/> Salutation is missing. <input type="checkbox"/> Subject line is missing. <input type="checkbox"/> More than 3 spelling, capitalization, or punctuation errors.	<input type="checkbox"/> Inside address is missing information. <input type="checkbox"/> Salutation is inappropriate. <input type="checkbox"/> Subject line information is misleading. <input type="checkbox"/> 3 spelling, capitalization, or punctuation errors.	<input type="checkbox"/> Inside address is complete & accurate. <input type="checkbox"/> Salutation is appropriate but incomplete. <input type="checkbox"/> A subject line needed or added correctly. <input type="checkbox"/> 1 - 2 spelling, capitalization, or punctuation errors.	<input type="checkbox"/> Inside address is complete & accurate. <input type="checkbox"/> Salutation is appropriate & complete. <input type="checkbox"/> A subject line needed or added correctly. <input type="checkbox"/> No spelling, capitalization, or punctuation errors.
<b>Content Organization &amp; Accuracy</b>	<input type="checkbox"/> No organization pattern is apparent. <input type="checkbox"/> Paragraph order does not follow suggested format. <input type="checkbox"/> Message has enough missing or incorrect information to be ineffective in meeting the writer's goal.	<input type="checkbox"/> Organization is not appropriate to the writer's purpose. <input type="checkbox"/> Paragraph order is close to the suggested model. <input type="checkbox"/> Two pieces of information are missing or incorrect.	<input type="checkbox"/> Organization is appropriate to the writer's purpose. <input type="checkbox"/> Paragraph order is close to the suggested model. <input type="checkbox"/> One piece of information is missing or incorrect.	<input type="checkbox"/> Organization is appropriate to the writer's purpose. <input type="checkbox"/> Paragraph order follows the suggested model. <input type="checkbox"/> Message is complete and correct.
<b>Closing, Signature, &amp; other End Matter</b>	<input type="checkbox"/> More than two pieces are missing or inaccurate.	<input type="checkbox"/> Two pieces are missing or inaccurate.	<input type="checkbox"/> One piece is missing or inaccurate.	<input type="checkbox"/> Closing is appropriate. <input type="checkbox"/> Written & typed signatures are present. <input type="checkbox"/> Reference initials & enclosure reminder are included if needed.
<b>Word Choice</b>	<input type="checkbox"/> Word choice is unprofessional.	<input type="checkbox"/> Word choice is inappropriate for audience.	<input type="checkbox"/> Word choice is mostly appropriate for audience.	<input type="checkbox"/> Word choice is appropriate for audience.
<b>Sentences Fluency, Paragraphs, &amp; Mechanics</b>	<input type="checkbox"/> More than 2 sentence fragments. <input type="checkbox"/> Message is lost in poor construction. <input type="checkbox"/> Paragraphs do not follow suggested format. <input type="checkbox"/> Spelling, capitalization, or punctuation errors make message unclear. <input type="checkbox"/> Grammar & usage errors makes message unclear.	<input type="checkbox"/> Two sentence fragments. <input type="checkbox"/> Message is there, but underdeveloped. <input type="checkbox"/> Awkward paragraph construction clouds the message. <input type="checkbox"/> 3-4 spelling, capitalization, or punctuation errors. <input type="checkbox"/> 3 - 4 grammar & usage errors.	<input type="checkbox"/> Some variation in sentence length. One fragment. <input type="checkbox"/> Paragraph divisions are somewhat effective. <input type="checkbox"/> Main purpose of the message is clear. <input type="checkbox"/> 1-2 spelling, capitalization, or punctuation errors. <input type="checkbox"/> 1-2 grammar & usage errors.	<input type="checkbox"/> Complete sentences of varying length. <input type="checkbox"/> Paragraph divisions are effective. <input type="checkbox"/> Number of paragraphs fits suggested format. <input type="checkbox"/> Main purpose of the message is clear. <input type="checkbox"/> No spelling, capitalization, or punctuation errors. <input type="checkbox"/> Grammar & usage are correct.

Source: <http://rubistar.4teachers.org> 7/6/03

Student Self-Evaluation: \_\_\_\_\_ / 24

(Mark in pencil above.)

Teacher Evaluation: \_\_\_\_\_ / 24

Score: \_\_\_\_\_