

# RUBRIC 5

## BUSINESS LETTERS

**DIRECTIONS:** This form is designed to help you evaluate student-created business letters. Read the statements below. Then indicate the number from the following scale that reflects your assessment of the student's work.

1 = Weak   2 = Moderately Weak   3 = Average   4 = Moderately Strong   5 = Strong

1. The letter has a heading, greeting, introduction, body, closure, and signature.  
1   2   3   4   5
2. Each paragraph in the letter starts with a topic sentence.  
1   2   3   4   5
3. The organization of the letter is clear and easy to follow.  
1   2   3   4   5
4. The letter clearly states the writer's purpose.  
1   2   3   4   5
5. The letter centers on a main idea that is supported by explanations and facts.  
1   2   3   4   5
6. The letter is concise and well written.  
1   2   3   4   5
7. The letter is neatly typed or handwritten.  
1   2   3   4   5
8. The spelling, punctuation, and grammar in the letter are accurate.  
1   2   3   4   5
9. The letter's content fulfills all the requirements of the assignment.  
1   2   3   4   5
10. Overall, the work represents the writer's full potential.  
1   2   3   4   5

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Points/Grade: \_\_\_\_\_