

Business Letter Assessment Rubric

Writer: _____ Date: _____

Topic: _____

Topic (Weight)	1	2	3	4
Return Address & Date	<ul style="list-style-type: none"> Return address or letterhead is missing. Date is missing. 4 or more spelling, capitalization, or punctuation errors. 	<ul style="list-style-type: none"> Return address or letterhead is missing some information. Date is there but format is incorrect. 3 spelling, capitalization, or punctuation errors. 	<ul style="list-style-type: none"> Return address or letterhead is complete & accurate. Date is complete & positioned correctly. 1-2 spelling, capitalization, or punctuation errors. 	<ul style="list-style-type: none"> Return address or letterhead is complete & accurate. Date is complete & positioned correctly. No spelling, capitalization, or punctuation errors.
Inside Address & Salutation	<ul style="list-style-type: none"> Inside address is missing. Salutation is missing. Subject line is missing. More than 3 spelling, capitalization, or punctuation errors. 	<ul style="list-style-type: none"> Inside address is missing information. Salutation is inappropriate. Subject line information is misleading. 3 spelling, capitalization, or punctuation errors. 	<ul style="list-style-type: none"> Inside address is complete & accurate. Salutation is appropriate but incomplete. A subject line needed or added correctly. 1 - 2 spelling, capitalization, or punctuation errors. 	<ul style="list-style-type: none"> Inside address is complete & accurate. Salutation is appropriate & complete. A subject line needed or added correctly. No spelling, capitalization, or punctuation errors.
Content Organization & Accuracy	<ul style="list-style-type: none"> No organization pattern is apparent. Paragraph order does not follow suggested format. Message has enough missing or incorrect information to be ineffective in meeting the writer's goal. 	<ul style="list-style-type: none"> Organization is not appropriate to the writer's purpose. Paragraph order is close to the suggested model. Two pieces of information are missing or incorrect. 	<ul style="list-style-type: none"> Organization is appropriate to the writer's purpose. Paragraph order is close to the suggested model. One piece of information is missing or incorrect. 	<ul style="list-style-type: none"> Organization is appropriate to the writer's purpose. Paragraph order follows the suggested model. Message is complete and correct.
Closing, Signature, & other End Matter	<ul style="list-style-type: none"> More than two pieces are missing or inaccurate. 	<ul style="list-style-type: none"> Two pieces are missing or inaccurate. 	<ul style="list-style-type: none"> One piece is missing or inaccurate. 	<ul style="list-style-type: none"> Closing is appropriate. Written & typed signatures are present. Reference initials & enclosure reminder are included if needed.
Word Choice	<ul style="list-style-type: none"> Word choice is unprofessional. 	<ul style="list-style-type: none"> Word choice is inappropriate for audience. Writer sometimes uses action verbs. Too much use of passive voice. 	<ul style="list-style-type: none"> Word choice is mostly appropriate for audience. Writer uses action verbs. Use of passive voice ONLY as needed. 	<ul style="list-style-type: none"> Word choice is appropriate for audience. Writer uses action verbs. Use of passive voice ONLY as needed.
Sentences Fluency, Paragraphs, & Mechanics	<ul style="list-style-type: none"> More than 2 sentence fragments. Message is lost in poor construction. Paragraphs do not follow suggested format. Spelling, capitalization, or punctuation errors make message unclear. Grammar & usage errors makes message unclear. 	<ul style="list-style-type: none"> Two sentence fragments. Message is there, but underdeveloped. Awkward paragraph construction clouds the message. 3-4 spelling, capitalization, or punctuation errors. 3 - 4 grammar & usage errors. 	<ul style="list-style-type: none"> Some variation in sentence length. One fragment. Paragraph divisions are somewhat effective. Main purpose of the message is clear. 1-2 spelling, capitalization, or punctuation errors. 1-2 grammar & usage errors. 	<ul style="list-style-type: none"> Complete sentences of varying length. Paragraph divisions are effective. Number of paragraphs fits suggested format. Main purpose of the message is clear. No spelling, capitalization, or punctuation errors. Grammar & usage are correct.