

Name: _____

Date: _____

Period: _____

Business Letter Rubric (Handout 3)

Letter contains all six parts	5	4	3	2	1	0
Correct format, spacing, and organization	5	4	3	2	1	0
Fully developed ideas; reflects critical thinking	5	4	3	2	1	0
Flows smoothly; stays on topic	5	4	3	2	1	0
Appropriate tone, length, and language; no contractions	5	4	3	2	1	0
Discusses three connections with supporting details/examples	5	4	3	2	1	0
Uses transitions effectively	5	4	3	2	1	0
Typed using appropriate font style and size; correct margins	5	4	3	2	1	0
Rough draft attached with revisions in red	5	4				0

Possible Points: 45

Points Earned: _____/45