

| Student Name | | Date | Business Letter | Final Grade |
|--|---|---|---|---|
| | 4 | 3 | 2 | 1 |
| Heading and Inside Address and Date | Properly aligned. Includes all elements. Spacing is correct. | Includes return address and date and inside address but improperly aligned or inside address is incomplete. | Date or return address or inside address missing and improperly aligned. | No heading, inside address or date. |
| Salutation and Closing | Proper salutation and closing and punctuation. Spacing is correct. | Proper salutation and closing. Incorrect spacing and/or punctuation. | Improper salutation or closing and/or spacing. Incorrect punctuation. | No salutation |
| Body Alignment | Proper spacing between paragraphs, and proper indentation (or no indentation). | Proper spacing between paragraphs OR proper indentation (or no indentation). | Improper spacing between paragraphs and improper indentation. | No body. |
| Word Choice | Word choice is appropriate for audience. Writer uses action verbs. Use of passive voice only as needed. | Word choice is mostly appropriate for audience. Writer uses action verbs. Use of passive voice only as needed. | Word choice is inappropriate for audience. Writer sometimes uses action verbs. Too much use of passive voice. | Word choice is unprofessional. |
| Sentences, Fluency, Paragraphs, & Mechanics | 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 and usage are correct. | Some variation in sentence length. One fragment. Paragraph divisions are somewhat effective. Main purpose of the message is clear. One to two spelling, capitalization, or punctuation errors. One to two grammar and usage errors. | Two sentence fragments. Message is there, but underdeveloped. Awkward paragraph construction clouds the message. Three to four capitalization, or punctuation errors. Three to four grammar and usage errors. | More than two sentence fragments. Message is lost in poor construction. Paragraphs do not follow suggested format. Spelling, capitalization, or punctuation errors make message unclear. Grammar and usage errors make message unclear. |
| Envelope | Envelope follows correct format and is error free. Letter is properly inserted in envelope. Postage is included. | Envelope follows correct format and has minimal errors. Letter is properly folded and inserted. Postage is included. | Envelope is missing required elements or has a number of errors. Letter is not properly folded or is incorrectly inserted. Postage is included. | Envelope is missing required elements or has a number of errors. Letter is not properly folded and/or is incorrectly inserted. Postage is not included. |

Comments: