

Business Letter Rubric 3.2

	100	80	60	0
Format	The letter uses the correct format, with a heading (address and date), greeting/salutation, introduction, body, conclusion and signature.	The letter is missing only one section.	The letter is missing 2 sections.	The letter is missing more than 2 sections.
Content	The letter clearly states the purpose for writing, is easy to follow, and has a professional tone.	The letter clearly states the purpose for writing, is mostly easy to follow or has less than a professional tone.	The letter does not state the purpose for writing, or is difficult to follow, or has an informal, unprofessional tone.	The letter is too difficult to understand.
Correctness	All sentences are correct. There are no mistakes in spelling, grammar, or punctuation. Spacing between words, punctuation, lines, and paragraphs are correct.	Most sentences are well constructed, with few (1-3) errors in grammar, mechanics, and/or spelling. Spacing between words, punctuation, lines, and paragraphs are correct.	Sentences or spacing contain 4-5 mistakes.	Sentences or spacing contain more than 5 mistakes.