

Rubric: 14.4.1  
**Business Letter**

Name \_\_\_\_\_ date \_\_\_\_\_

<b>Skills</b>	<b>Points Possible</b>	<b>Self Eval</b>	<b>Teacher Score</b>
<b>Understanding of Structure/Pattern of Business Correspondence</b> (clear understanding of purpose shown, appropriate organization and development of ideas, all parts of structure included)	40		
<b>Quality of Body</b> (addresses topic appropriately; includes all necessary information; stays on topic and is brief, respectful, and professional)	20		
<b>Use of Transitions</b>	10		
<b>Use of Language</b> (clear, varied, precise)	10		
<b>Punctuation, Spelling, Grammar</b>	10		
<b>Presentation</b> (font, format, neatness)	10		
<b>Total</b>	100		