

## Business Letter Rubric

	Point Value	Grade
Return address in correct location	2	
Date in correct location	2	
Inside address in correct location	2	
Inside address and return address match envelope	2	
Formal salutation in correct format and location (:)	2	
Body of letter -		
Spaces between paragraphs	1	
Paragraphs are NOT indented	1	
Introduction paragraph (w/thesis statement)	3	
Reason 1 you enjoy/don't enjoy product	5	
Reason 2 you enjoy/don't enjoy product	5	
Reason 3 you enjoy/don't enjoy product	5	
Formality of language – no contractions	1	
Proper spelling/grammar/punctuation	2	
Concluding paragraph	3	
Closing in correct location	2	
Signature in correct location	2	
Typed formal name of writer in correct location	2	
Overall neatness and proper spacing	2	
Uniform font	1	
Envelope – correctly addressed and neatness	4	
Letter correctly folded into thirds	1	
<b>TOTAL</b>	<b>50 points</b>	