

Business Letter Rubric Name: _____

Format: is the letter in proper block format?

0-5

Paragraphing and organization: is there an organizational scheme present?

0-4

Content: Is the content of the letter logical and polite?

0-10

Sentence Structure and vocabulary: does the writer use a variety of sentence structures, thoughtful word choice, and at least one properly used semicolon?

0-6

Language and grammar: is there appropriate language, punctuation, and is it free of grammatical errors?

0-8

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