

Business Letter Rubric

	3	2	1	0
Heading	Properly aligned. Includes return address and date.	Includes return address and date but improperly aligned.	Date or return address missing and improperly aligned.	No heading
Inside Address	Properly aligned. Includes proper spacing from heading and inside address is correct	Includes proper alignment OR proper spacing from heading. Inside address is correct	Inside address is present and may be incomplete. Improper alignment and spacing from heading.	No inside address
Salutation	Proper salutation and punctuation. Spacing is correct.	Proper salutation and spacing. Incorrect punctuation.	Improper salutation and spacing. Incorrect punctuation	No salutation
Body Content	Expresses to the Mayor that the problem with the creek is erosion and how he/she discovered the problem.	Expresses to the Mayor that the problem with the creek is erosion OR how he/she discovered the problem.	Mentions the problem but is unclear that it is erosion and does not indicate how the problem was discovered.	No Body
Body Alignment	Proper spacing between paragraphs, and proper indentation (or no indentation when using block style).	Proper spacing between paragraphs, OR proper indentation (or no indentation when using block style).	Improper spacing between paragraphs and improper indentation.	No Body
Transitions	Uses transitional words and phrases smoothly throughout the body.	Uses some transitional words and phrases but placement is awkward.	Very few transitions used. May not be used correctly	No transitions used
Closing	Proper alignment and spacing. Appropriate closing.	Proper alignment OR spacing. Appropriate closing.	Inappropriate closing and improper spacing and alignment.	No closing