

Business Correspondence Rubric

	1	2	3	4
Organization	Little or no evidence of sentence or paragraph structure.	Sentence and paragraph structure is inconsistent.	Sentence and paragraph structure is generally correct.	Sentences and paragraphs are complete, well written, and varied.
Reasons & Support	Preparation is weak; arguments are weak or missing; and less than three points are made.	Two points made; shows some preparation, but weak arguments.	Three or more points are made with support, but the arguments are somewhat weak in places. The writer doesn't persuade completely.	Three or more excellent points are made with good support. It is evident the writer put much thought and research into this assignment.
Appearance	Letter does not have a professional appearance, tone, or style. Much revision is needed.	Letter shows a less professional appearance, tone, and style. Several weaknesses need attention or revision.	Letter shows an appropriate appearance, tone, and style. Some inconsistencies remain.	Letter shows a very professional appearance, tone, and style.

Language	Important details are omitted. In the letter, the writer does not state the purpose for writing. The level of language is inconsistent or inappropriate.	The letter may not clearly identify what the writer wants, and some parts may be missing or may be missing elements.	The letter identifies what the writer wants. The letter uses formal language, but the level of language may be inconsistent.	The letter explains its purpose and identifies what the writer wants. The letter uses formal language and contains no extraneous details.
Grammar & Mechanics	Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.	Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	Writer follows most guidelines, but some sentences are unclear, uneven, or contain errors.	Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and varied.