

BUSINESS LETTERS

The following criteria scale is used to determine the overall score.

Total points possible: _____

1 = Weak **2** = Moderately Weak **3** = Average **4** = Moderately Strong **5** = Strong

1. The letter has a heading, greeting, introduction, body, closure, and signature.	1	2	3	4	5
2. Each paragraph in the letter starts with a topic sentence.	1	2	3	4	5
3. The organization of the letter is clear and easy to follow.	1	2	3	4	5
4. The letter clearly states the writer's purpose.	1	2	3	4	5
5. The letter centers on a main idea that is supported by explanations and facts.	1	2	3	4	5
6. The letter is concise and well written.	1	2	3	4	5
7. The letter is neatly typed or handwritten.	1	2	3	4	5
8. The spelling, punctuation, and grammar in the letter are accurate.	1	2	3	4	5
9. The letter's content fulfills all the requirements of the assignment.	1	2	3	4	5
10. Overall, the work represents the writer's full potential.	1	2	3	4	5

Additional Comments:

Total Points Earned/Grade: _____