

Writing Rubric
Business Letter Writing: High School

Writing Standards:	Meets Standard	Comments:
The letter is written in a correct business letter format that includes the date, salutation, body, closing and signature. (9/10 2.5, 2-2.2)		
The letter's purpose is clear, as stated in an introductory paragraph which is supported by details/facts sufficient enough to clearly persuade or inform the reader of the writer's intent. (9/10 2.5)		
The writer uses appropriate vocabulary, tone and style that reflects knowledge of the intended audience. (9/10 2.5)		
The writing demonstrates control of grammar, paragraph and sentence structure and shows accurate spelling and correct use of punctuation and capitalization. (9/10 1.2, 1.3)		
The letter has clearly been proofread and revised to improve word choice, organization and consistency. (8-1.6)		