Name _____   Date _____

Evaluation of Paper #5 (Business Letter)

Prewriting   NO   YES

The writer has submitted a complete draft of the **essay**. [10 points]   0   10

Introduction to the Letter

The letter has a correct letterhead at the top of the page. [4 points]   0   4
The letter has a correct date line and inside address. [4 points]   0   4
The essay has a correct salutation. [4 points]   0   4
The introduction has 5 to 8 sentences and uses a strategy from **Writing Tip 2**. [4 points]   0   4
The introduction has a perfect thesis statement. [4 points]   0   4

Sentence Structure (First 2 Paragraphs *or* 200 words)

The essay has no more than 10 sentence errors. [30 points/ -3 per error]   _____

Support

All living things are named and/or described. [5 points]   0   5
All inanimate things are named and/or described. [5 points]   0   5
Word choice evokes specific pictures in the reader's mind. [5 points]   0   5

Transformation from Essay to Letter

The writer uses effective second person to address the reader of the letter. [5 points]   0   5
The writer has obeyed all spacing and indention conventions. [5 points]   0   5

Conclusion

The writer has a full paragraph [5 sentences minimum]. [5 points]   0   5
The writer has a correct closing. [5 points]   0   5
The letter is signed. [5 points]   0   5

Format and Recordkeeping

The writer has obeyed all format guidelines. [**minus** 5 points for each problem]   -_____
The writer has met the word requirement. [**minus** 10 points per missing 100 words]   -_____
⬆ The writer uploaded a copy to Blackboard. [**minus** 10 points if no e-copy at time of grading]   -_____

Total Points _____ / 100