

Name: \_\_\_\_\_ Assignment: \_\_\_\_\_ Due Date: \_\_\_\_\_

## MIDDLE SCHOOL WRITING RUBRIC – Business Letter

Category	4 - Excellent	3 - Adequate	2 - Fair	1 - Minimal
<b>Business Letter Format</b>	Follows the accepted standard formatting guidelines and is the requested length.	Follows most accepted formatting guidelines and is the requested length.	Does not follow standard formatting guidelines and is over or under the requested length.	Does not follow the accepted formatting guidelines and is significantly over or under requested length.
<b>Structure</b>	Piece has a well-defined opening statement, body and concluding remarks.	Piece lacks one of the following: defined opening statement, body and concluding remarks.	Piece lacks more than one of the following: defined opening statement, body and concluding remarks.	Piece is uneven and fragmentary.
<b>Organization</b>	Piece has structure and major points are paragraphed.	Piece has structure and most major points are paragraphed.	Reader must infer structure and some major points are paragraphed.	Piece rambles, is repetitive or is confusing to the reader.
<b>Topics/Support</b>	Most major points supported with specific detail.	Some points supported by specific details.	Most points supported by general statements.	Attempt at support.
<b>Language</b>	Uses vocabulary that is precise with an awareness of the audience and the purpose.	Uses vocabulary that is appropriate with some awareness of the audience and the purpose.	Uses basic vocabulary with little awareness of the audience or the purpose.	Uses vocabulary that is unsuitable for the audience of the purpose.
<b>Conventions</b>	Writing evidences understanding of proper grammar and use of punctuation throughout	Writing contains one or two consistent grammatical errors or incorrect uses of punctuation.	Many sentences are characterized by grammatical errors or incorrect uses of punctuation.	Writing does not use proper grammar or punctuation and contains numerous errors.
<b>Spelling</b>	All words are spelled correctly.	Most words are spelled correctly.	There are numerous spelling errors.	The number of spelling errors significantly detracts from the readability of the piece.
<b>Concise, efficient paragraphs and sentences</b>	Paragraphs and sentences are clear and concise. No “fluff” or unnecessary information is present.	Most paragraphs and sentences are on topic. A few unnecessary words or sentences.	Letter has a great deal of extra unnecessary information	Sentences and paragraphs are long, rambling, and confusing.

Total Score: \_\_\_\_\_ Comments: