

Name \_\_\_\_\_

## Business and Technical Writing Rubric

	<b>Advanced</b>	<b>Proficient</b>	<b>Beginning</b>
<b>Structure</b>	Student employs correct Block or Modified Block Style. The letter contains an effective salutation and closing. <b>15 points</b>	Block or Modified Block Style is mostly correct. The letter contains an adequate salutation and closing. <b>10 points</b>	The student is still beginning to grasp Block or Modified Block Style. The salutation and closing are either missing or need serious attention. <b>5 points</b>
<b>Language</b>	Language is polite and conversational as well as clear and concise. <b>10 points</b>	Language seems either a bit structured or too informal for the situation. Parts of the letter are unclear. <b>5 points</b>	The language is inappropriate for the situation. <b>1 point</b>
<b>Request</b>	The request is stated early in the letter and is clear and reasonable. <b>10 points</b>	The request is stated, but it is a bit fuzzy. The reader may have to do some decoding in order to figure out what the request is. <b>5 points</b>	The request is either missing or unclear. <b>1 point</b>
<b>Conventions</b>	The letter is error free—spelling, capitalization, paragraphing, sentence structure, and grammar are excellent. <b>15 points</b>	The letter contains a few errors here and there that may cause the reader to stumble. <b>10 points</b>	This letter needs serious revision before it is ready to be sent out. <b>5 points</b>

**Total \_\_\_\_\_/50 points**