

Rubric for a Business Letter

Writer: _____ Date: _____

Directions: Use the following rubric to evaluate your business letter. Writers should evaluate their own letters in the “Self” column, peer evaluators should use the “Peer” column, and teachers should provide a final evaluation in the “Teacher” column.

	Self	Peer	Teacher
Completeness			
<i>The heading</i>			
Full address of the writer and the date (3)			
<i>The inside address</i>			
Audience’s name, job title, and address (4)			
<i>The greeting</i>			
(punctuated with a colon) (1)			
<i>The body</i>			
Purpose/opinion clearly identified (1)			
Clearly focused topic (1)			
Three reasons to support the purpose/opinion (3)			
Desired course of action identified (1)			
Respectful but firm tone throughout (1)			
<i>The closing</i>			
(punctuated with a comma) (1)			
<i>The signature</i>			
(typewritten and handwritten) (2)			
<i>Formatting and mechanics</i>			
Spacing between parts of the letter (3)			
Paragraphing (3)			
Spelling (3)			
Grammar (3)			
Total out of 30 points			