

Scoring Rubric: Business Letter/Memo

Name _____ Date _____

	4	3	2	1
Organization and Form	The writer uses the correct and complete form for a business letter or memorandum. A business letter contains the six essential parts: heading, inside address, salutation, body, closing, and signature. A memo begins with a header identifying the audience, writer, subject, and date; it has no salutation, closing, or signature.	The writer uses the correct form for a business letter or memorandum, and omits only minor elements. A business letter contains the six essential parts: heading, inside address, salutation, body, closing, and signature. A memo begins with a header identifying the audience, writer, subject, and date; it has no salutation, closing, or signature.	The writer shows a vague understanding of correct forms. However, a business letter may lack an essential part; the header of the memo may lack one of its lines, but the form will otherwise be correct.	The writer demonstrates a lack of understanding of the correct form for a business letter or memorandum. The letter lacks two or more essential parts; the memo may be hard to distinguish from a letter.
Elements of Practical/Business Writing	Each part is complete and correct. The writer briefly but clearly states the purpose of the letter or memo. The body contains courteous, formal language and all the details that the audience will need. There are no extraneous details.	One part of the letter or memo may be incomplete or incorrect. The writer states the purpose of the letter or memo. The body contains courteous, formal language and all the necessary details.	More than one part of the letter or memo may be incomplete or incorrect. The writer states the purpose of the writing, but not necessarily at the beginning. The level of language is inappropriate; it may sound stilted and overly formal; or, it may contain slang or other informal examples. One or more important details may be missing.	Most parts of the letter or memo are incomplete or incorrect. The writer does not state the purpose of writing. The writer does not use formal language or else uses it inconsistently. Important or essential details are omitted.
Grammar, Usage, Mechanics, and Spelling	There are few or no errors in mechanics, usage, grammar, or spelling.	There are minor errors in mechanics, usage, grammar, or spelling.	There are several errors in mechanics, usage, grammar, or spelling. Some hinder comprehension.	The letter or memo is difficult to understand because of errors in mechanics, usage, grammar, or spelling.

Comments _____
