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| **Business Letter Rubric** | **Super! /5** | **Good Work /4** | | **On-Track /3** | **Not Quite /2** |
| **Ideas and Impressions /5** | The header, opening, and closing of your letter are correctly positioned, and all the information is correct.  Your letter includes an effective number and choice of ideas and topics. | The header, opening, and closing of your letter are correctly positioned, and most of the information is correct.  Your letter includes an appropriate number and choice of ideas and topics. | | The header, opening, and closing are correctly positioned, and some of the information is correct.  Your letter includes appropriate ideas and topics, but either too many or too few. | The header, opening, and closing are not correctly positioned, and the information contains errors.  Your letter includes too many or too few ideas and topics and many of these are not appropriate. |
| **Presentation /5** | Your whole letter is easy to read and flows smoothly from one topic to the next.  The tone and style are appropriate for the audience and purpose.  Your letter has no punctuation, capitalization, or spelling errors. | Most of your letter is easy to read and flows smoothly from one topic to the next.  The tone and style are usually appropriate for the audience and purpose.  Your letter has few punctuation, capitalization, or spelling errors. | | The letter is readable but does not flow smoothly from one topic to the next.  The tone and style are sometimes appropriate for the audience and purpose.  Your letter has some punctuation, capitalization, or spelling errors. | The letter is somewhat confusing and difficult to read.  The tone and style are inappropriate for the audience and purpose.  Your letter has many punctuation, capitalization, or spelling errors. |
| **Back to Work** | | Please contact your teacher for some extra help. Your assignment will not be marked in its present form, but you will have a chance to redo it. | | | |
| **Total: /10** |  |  | |  |  |
| **Areas of Strength:** | | | **Might I suggest:** | | |