







## 7.2 Cover Letter Assessment

Value	Presentation
 <b>Excellent</b>	<input type="checkbox"/> You provide detailed <b>information</b> . <input type="checkbox"/> You <b>organize</b> information <i>effectively</i> . <input type="checkbox"/> You control tone through <i>exceptional</i> choices of words and sentences. <input type="checkbox"/> You use business letter <b>form</b> <i>precisely</i> with <i>no errors</i> in <b>mechanics</b> .
 <b>Proficient</b>	<input type="checkbox"/> You provide <i>relevant</i> <b>information</b> . <input type="checkbox"/> You <b>organize</b> information <i>efficiently</i> . <input type="checkbox"/> You control <b>tone</b> through <i>deliberate</i> choices of words and sentences. <input type="checkbox"/> You use business letter <b>form</b> <i>accurately</i> with <i>minor errors</i> in <b>mechanics</b> .
 <b>Satisfactory</b>	<input type="checkbox"/> You provide <i>adequate</i> <b>information</b> . <input type="checkbox"/> You <b>organize</b> information <i>appropriately</i> . <input type="checkbox"/> You control <b>tone</b> through <i>inconsistent</i> choices of words and sentences. <input type="checkbox"/> You use business letter <b>form</b> and <b>mechanics</b> with <i>minor errors</i> .
 <b>Limited</b>	<input type="checkbox"/> You provide <i>insufficient</i> <b>information</b> . <input type="checkbox"/> You <b>organize</b> information <i>haphazardly</i> . <input type="checkbox"/> You <i>do not</i> control <b>tone</b> with words and sentences. <input type="checkbox"/> You use business letter <b>form</b> and <b>mechanics</b> with <i>major errors</i> .
 <b>Resubmission Needed</b>	Your attempt to respond is <i>insufficient</i> . <b>Contact your teacher</b> to discuss suggestions for improvement and re-submission of your work.
<b>TOTAL:    /15 =    %</b>	
 <b>Assessment</b>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <b>Areas of strength:</b>           <b>Might I suggest . . .</b> </div>