**Personal Business Letter Rubric**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** |  | **Below Average** | **Satisfactory** | **Good - Excellent** |  |
|  |  |  |  |  |  |
| 1. Used all parts of a business letter. |  | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |  |
|  |  |  |  |  |  |
| 2. Met requirements of the first body |  | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |  |
|  |  |
| paragraph. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 3. Met requirements of the second body |  | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |  |
| paragraph. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 4. Met requirements of third body |  | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |  |
| paragraph. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 5. Met requirements for a proper closing. |  | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |  |
|  |  |  |  |  |  |