Name _____Period _____Date_____

Rubric for Effective Business Documents

Task Description: Your group will practice and demonstrate creating effective business documents. Choose a business in the Human Services Career Pathways that will be the focus of your documents. Create a fictitious business and faux documents. Your group will demonstrate the following:

- creating a packing slip
- creating a sales invoice
- designing a business card
- designing a retail sale flyer
- writing a business e-mail to a client
- writing an interoffice e-mail

Criteria	weight	Exemplary 4 Yes	Accomplished 3 Yes, but	Developing 2 No, but	Beginning 1 No
Documents	25%	☐ Directly relevant; includes six documents	☐ Somewhat relevant, includes five documents	☐ Remotely related, includes three to four documents	☐ Totally unrelated, includes one to two documents
Organization	25%	☐ Good organization; documents are well written; sharp sense of beginning and end	☐ Organized; documents are somewhat jumpy; sense of beginning and ending	☐ Some organization; documents jump around; beginning and ending are unclear	☐ Poorly organized; no logical progression; beginning and ending are vague
Quality of Documents	25%	☐ Supporting information specific to business	☐ Some information is non-supportive to the business	☐ Information is somewhat sketchy. Does not support business	☐ Unable to find specific information related to business
Grammar, Usage, Mechanics, Spelling	25%	☐ No errors	☐ Only one or two errors	☐ More than two errors	☐ Numerous errors distract from documents

Assignment Score _____ **+** Beyonder/Bonus _____ **=** Final Score _____