BLOCK FORMAT BUSINESS LETTER RUBRIC

The letter must be at least 100 single-spaced typed words in order to be accepted for grading.

**Business Letter Format (18 points possible)**

- ____/2 Heading (flush left; omits sender’s name; has sender’s full address)
- ____/1 Skips a line
- ____/1 Date (flush left; written out completely)
- ____/1 Skips a line
- ____/2 Inside Address (flush left; has full name of recipient; full address of recipient)
- ____/1 Skips a line
- ____/2 Salutation (flush left; says “Dear” or “To Whom it May Concern”; has colon at end)
- ____/1 Skips a line
- ____/1 Body (flush left; skips a space between paragraphs)
- ____/1 Skips a line
- ____/2 Closing (flush left, capitalized, has a comma directly after the closing)
- ____/1 Skips three lines
- ____/2 Signature (flush left, first and last name signed in pen, full name typed below sig)

**Business Letter Content (12 points possible)**

- ____/3 The body of the letter is specific in purpose, well organized, and to the point.
- ____/2 The letter uses formal language (no slang, no contractions).
- ____/2 The letter is courteous even if it lodges a complaint.
- ____/5 The letter follows grammar and spelling conventions (no misspellings, etc).

____/30 Total

30 – 27 = A
26 – 24 = B
23 – 21 = C
20 or less = Must re-do assignment

Comments: