

## Letter-Writing : Business Letters

Teacher Name: **Mrs. Greer**

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

CATEGORY	4	3	2	1
<b>Inside Address and Closing</b>	Inside Address and heading have no errors in capitalization and punctuation.	Inside Address and heading have 1-2 errors in capitalization and punctuation.	Inside Address and heading have 3 or more errors in capitalization and punctuation.	Inside Address and/or heading are missing.
<b>Salutation and Closing</b>	Salutation and closing have no errors in capitalization and punctuation.	Salutation and closing have 1-2 errors in capitalization and punctuation.	Salutation and closing have 3 or more errors in capitalization and punctuation.	Salutation and/or closing are missing.
<b>Sentences &amp; Paragraphs</b>	Sentences and paragraphs are complete, well-constructed and of varied structure.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
<b>Capitalization and Punctuation</b>	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation.
<b>Format</b>	Complies with all the requirements for a business letter.	Complies with almost all the requirements for a business letter.	Complies with several of the requirements for a business letter.	Complies with less than 75% of the requirements for a business letter.
<b>Envelope</b>	Complete, accurate return address and recipient address. Addresses in correct positions.	Complete, accurate return address and recipient address. Position may be slightly off.	1-2 errors in return address. Recipient address is correct.	Addresses are incomplete and/or inaccurate.