

Ventris Business Letter Rubric

Name: _____ Per. _____

BUSINESS LETTER HEADING		COMMENTS	TOTAL
Return Address Date Title and full name of recipient Position/job title of recipient Company name Company address Opening Subject	Includes all components Is authentic 16 pts.		
CONTENT		COMMENTS	TOTAL
Body Paragraph 1 Topic, CD, 2 ANAs, CD, 2 ANAs, and Wrap up Includes Arthur Evans/Alice Kober	Includes all components of a chunk paragraph Ideas are well supported 10 pts.		
Body Paragraph 2 Topic, CD, 2 ANAs, CD, 2 ANAs, and Wrap up Includes Arthur Evans/Alice Kober	Includes all components of a chunk paragraph Ideas are well supported 10 pts.		
BUSINESS LETTER CONCLUSION		COMMENTS	TOTAL
Closing Signature Typed name of sender Title Enclosures (2)	Includes all components 5 pts.		
ENCLOSURES		COMMENTS	TOTAL
2 Pictures (enclosures)	Included 2 pictures - labeled with a caption - appropriate on topic/clear 4 pts.		
FORMATTING		COMMENTS	TOTAL
Typed 12 pt. font Proper spacing Margins Left justified	Includes all components 5 pts.		

Total Earned _____

Total possible 50 pts.