

GRADING RUBRIC: NEGATIVE NEWS LETTER – WK#4

<p><i>Content and Development</i></p> <ul style="list-style-type: none"> • The letter is written in a correct business letter format and style. • The letter’s purpose is clear, as stated in an introductory paragraph which is supported by details/facts sufficient enough to clearly persuade or inform the reader of the writer’s intent. • The letter is one (1) page in length as required. 	<p>(50 Points) Comments 50</p> <p>Great job on using the correct business letter format and style. Thanks for dating the correspondence.</p> <p>You did a great job of stating the intent of the letter and gave supporting details.</p>
<p><i>Readability and Style</i></p> <p>The tone is appropriate to the content and assignment.</p> <p>Sentences are complete, clear, and concise.</p> <p>Sentences are well constructed, strong, and varied.</p> <p>Sentence transitions are present and maintain the flow of thought.</p>	<p>(25 Points) Comments 20</p> <p>The readability and style was good overall. Watch for run-on sentences which can make your sentences lose consistent thought flow.</p>
<p><i>Mechanics</i></p> <p>The paper is laid out with effective use of headings, font styles, and white space.</p> <p>There is proper use of grammar, punctuation, and spelling.</p>	<p>(25 Points) Comments 15</p> <p>Be mindful to proofread your paper. Your paper had quite a number of punctuation and spacing issues. Your letter also had a few spelling errors.</p>
<p><i>Total</i></p>	<p>(100 Points) 85</p>