

DEVELOPMENT BUSINESS LETTER RUBRIC

NAME: _____

	4 Expert	3 Practitioner	2 Apprentice	1 Novice
Business Letter Format	The letter includes all of the following: spacing, capitalization, punctuation, order of details, and overall appearance. The letter contains sophisticated and professional language throughout.	The letter includes most of the following: spacing, capitalization, punctuation, order of details, and overall appearance. The letter contains a satisfactory amount of professional language.	The letter includes some of the following: spacing, capitalization, punctuation, order of details, and overall appearance. The letter contains some professional language, but is mostly informal.	The letter is lacking many of the following: spacing, capitalization, punctuation, order of details, and overall appearance. The letter contains too much informal language.
Ideas and reasoning for or against the researched development	The letter demonstrates expert reasoning for or against the development with effective and clear examples from interviews, discussion and content knowledge.	The letter demonstrates reasoning for or against the development with examples from interviews, discussion and content knowledge.	The letter demonstrates some reasoning for or against the development with some examples from interviews, discussion and content knowledge.	The letter demonstrates little reasoning for or against the development with few examples from interviews, discussion and content knowledge.