

BUSINESS WRITING

GRADING RUBRIC



Student's Name: _____

Student's Grade: 8 9 10 11 12

Assignment Name: _____

Due Date _____

Category	Section	Description	1-10
Organization	Structure	Quality of outline Clear beginning, middle, and end Good flow of thought	
	Thought	Having a single clear idea, with no tangents No longer than needed, no shorter than needed	
Clarity	Style & Mechanics	Demonstrating good use of language Ability to keep audience's interest Correct spelling, grammar, punctuation, etc.	
	Tone	Writes respectfully, professionally, inoffensively Takes the audience's needs, backgrou, and culture into account	
Content	Thoroughness	Complete explanations of all relegant material Leaves no unanswered questions All related documents are turned in (outline, draft, attachments, etc.)	
		TOTAL	

Checklist:

Outlining _____ Draft _____ Revision _____ Proofreading _____

Notes:
