

# Writing and Mailing Personal and Business Letters

Name \_\_\_\_\_ Date \_\_\_\_\_

2 = surpasses expectations, 1 = meets expectations, and 0 = does not meet expectations.  
On blanks to left: "+" = a strength, "-" = needs improvement, and blank = not applicable.

## Letter is ready to be mailed.

2 1 0

- Follows all directions of assignment.
- Letter is neat and clean.
  - readable and correct handwriting or word processing
  - folded correctly to fit in regular or business envelope
  - signature neat in blue or black ink
- All parts complete, correct, and properly placed.
  - return address and date
  - greeting (correct form for personal or business letter)
  - body
  - closing and signature
- Uses one-inch margin on all four sides.
- Indents paragraphs one inch or word processor's standard.
- Uses people's titles correctly (Mr., Ms, Dr., etc.).
- Uses terms of courtesy in greeting, closing, elsewhere.
- Uses correct capitalization, punctuation, and spelling.
- Uses correct and clear sentences.
- Uses standard English.
- Uses tone appropriate to form and purpose.
- Uses correct paragraphs with separate sub-point in each.
- Has a clear message explained fully yet briefly.
  - first sentence states purpose or main idea clearly
  - purpose or main idea fully explained
  - logical, clear, correct sequence of ideas
  - using concrete details and specific words

## Envelope is ready to be mailed.

2 1 0

- Envelope is neat and clean.
- Uses readable correct handwriting
- Uses correct form for both a
- Places both addresses corre
- Uses correct capitalization, p
- Places stamp neatly and correctl

This is a sample of

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