

NAME

DATE

REL CLASS

## CONFIRMATION LETTER ASSESSMENT RUBRIC

/30

TOPIC	POINTS	POINTS	POINTS
<b>RETURN ADDRESS &amp; DATE</b> <i>return address is complete and accurate, date is complete, no spelling, capitalization or punctuation errors</i>	5	3	1
<b>INSIDE ADDRESS &amp; SALUTATION</b> <i>address is complete, salutation is appropriate, , no spelling, capitalization or punctuation errors</i>	5	3	1
<b>CONTENT / PARAGRAPHS ORGANIZATION / FLUENCY MECHANICS</b> <i>paragraph order follows the suggested outline, message is complete and correct</i>	10	7	5
<b>CLOSING AND SIGNATURE</b> <i>closing is appropriate, signature is written and typed</i>	5	3	1

COMPLETED ON TIME	5	3	1
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