

Assessment Grading Rubric

Submission status	1 attempt				
Grading status	Not graded				
Grading criteria	See the criteria below.				
	Organization (20%)	4. Exemplary • Accurately uses correct business writing format and structure <i>20 points</i>	3. Accomplished • Mostly uses correct business writing format and structure <i>15 points</i>	2. Developing • Some notable errors with respect to correct business writing format and structure <i>10 points</i>	1. Beginning • Several notable errors with respect to correct business writing format and structure <i>5 points</i>
	Content (20%)	4. Exemplary • Piece of writing clearly states the purpose • Easy to follow • Tone is appropriate for intended audience <i>20 points</i>	3. Accomplished • Piece of writing clearly states the purpose • Somewhat hard to follow • Tone is generally appropriate for intended audience <i>15 points</i>	2. Developing • Purpose of piece of writing is unclear • Hard to follow • Tone is too formal or too informal for intended audience <i>10 points</i>	1. Beginning • Purpose of piece of writing is unclear • Main idea is not supported by explanations or facts • Writing rambles; hard to follow or understand • Tone is inappropriate for intended audience <i>5 points</i>
	Appearance (20%)	4. Exemplary • Typed, using correct spacing, font, and format <i>20 points</i>	3. Accomplished • Piece of writing typed with few problems in spacing, font, or format <i>15 points</i>	2. Developing • Piece of writing typed with frequent problems in spacing, font, or format <i>10 points</i>	1. Beginning • Piece of writing not typed; wrong format used and hard to read <i>5 points</i>
	Language Usage (20%)	4. Exemplary • Accurate use of punctuation and grammar • No spelling errors <i>20 points</i>	3. Accomplished • One or two mistakes with punctuation or grammar • One or two spelling errors <i>15 points</i>	2. Developing • More than two mistakes in punctuation or grammar • More than two spelling errors <i>10 points</i>	1. Beginning • Incorrect use throughout the letter of punctuation or grammar • Frequent spelling errors distract from letter <i>5 points</i>
	Activity Specific (20%)	4. Exemplary • Prepares questions that follow models for questions #1 and #2 in Wait, How Do I Write This Email? • Properly researches the employer's career path and company's success to develop questions <i>20 points</i>	3. Accomplished • Prepares questions that follow models for questions #1 and #2 in Wait, How Do I Write This Email? • Somewhat researches the employer's career path and company's success to develop questions; questions are not as specific as those that receive Exemplary status <i>15 points</i>	2. Developing • Prepares questions that somewhat follow models for questions #1 and #2 in Wait, How Do I Write This Email? • Hard to determine if student researched the employer's career path and company's success to develop questions; questions seem generic and may not have required research <i>10 points</i>	1. Beginning • Does not prepare questions that follow models for questions #1 and #2 in Wait, How Do I Write This Email? • Does not research the employer's career path and company's success to develop questions <i>5 points</i>