

# Word Processing—Letter Assessment Rubric

Name \_\_\_\_\_

Criteria	Exceeds Standard	Meets Standard	Below Standard
Letter formatting follows standard guidelines	Text is attractively placed on the page for the reader	Text is appropriately placed on the page for the reader	There are errors in text placement
	Includes essential letter parts—reference initials, and enclosure notations—as appropriate	Minimal omission of non-essential parts	Essential parts of the document omitted (date, inside address, title of report, appropriate title for individuals)
	Exact vertical and horizontal centering	Minor error in vertical or horizontal placement (one or two lines, a quarter inch)	Poor placement ( <b>obviously</b> high or low, <b>very</b> narrow or wide margins)
	Appropriate line spacing between letter parts and paragraphs	Poorly placed part of document (unclear placement of date, poor spacing)	Text placement is distracting to the reader
Spelling and grammar conventions are adhered to	Word use is appropriate	Inserted, omitted, or transposed words that do not change the meaning of the sentence	Inserted or omitted words that change the meaning of the sentence
	Conventions –100% accuracy, free of errors	Some errors in conventions	Many errors in conventions