

**Business Letter - Score Sheet
December 2009**

Student Name _____ Section: 8-1 8-2 8-3

Heading Street _____/6
City, ST Zip Code
Date
left justified

Inside Address Name _____/8
Position Title
Organization
Street
City, ST Zip Code
left justified

Greeting Dear _____/5

left justified

Introductory Paragraph Letter's purpose is clearly stated _____/10
Paragraph is personalized to a specific school

Supporting Paragraphs Writer's qualities/contributions expressed clearly _____/25

Topic sentences followed by supporting detail
along with a concluding or transition sentence _____/25

Concluding Paragraph Writer's purpose has been restated _____/10
Paragraph Structure

Closing Sincerely, _____/4
Signature
Name Typed

**Letter Format/
Deadline** Length - one page
Left justification
Spacing between paragraphs/no indentation _____/7

Letter Total _____/100