

FORMAL LETTER RUBRIC (CODE R4)

	5	4	3	2	1
Format Text ♦ Bold ♦ Underline ♦ Italic ♦ Center ♦ Resize	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Did not use any of the formatting techniques.
Formatting Page ♦ Margins ♦ Header/Footer ♦ Bulleted list ♦ Proper footnoting ♦ Appropriate Structure (font size/line spacing) ♦ Line Spacing/Break	Appropriately used all six techniques.	Appropriately used five of the six techniques.	Appropriately used four of the six techniques.	Appropriately used three or two of the five techniques.	Did not use any of the formatting techniques.
Format Wizard ♦ Choose appropriate style ♦ Placeholder text editing ♦ Text alignment ♦ Efficiently navigate within wizard	Appropriately used all four letter wizard techniques.	Appropriately used three of the four wizard techniques.	Appropriately used two of the four wizard techniques.	Appropriately used one of the four wizard techniques.	Did not use any of the appropriate wizard techniques.
Grammar and Spelling	No spelling errors. No grammar errors.	Only one error in grammar or spelling.	Two or three errors in grammar or spelling.	More than three errors in grammar or spelling.	Very frequent spelling and/or grammar errors.
Directions	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed.	Attempted to follow directions	Failed to follow directions.