

## BUSINESS DOCUMENTS RUBRIC

**Student Name:** \_\_\_\_\_

**Document:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

	<b>Excellent (20)</b>	<b>Satisfactory (17)</b>	<b>Poor (12)</b>
<b>Deadline</b>	<input type="checkbox"/> On time	<input type="checkbox"/> 1 day late	<input type="checkbox"/> $\geq$ 2 days late
<b>Components</b>	<input type="checkbox"/> Contains all required components in the proper order	<input type="checkbox"/> Contains 80% of the components <b>or</b> components are out of order.	<input type="checkbox"/> Contains less than 80% of the components
<b>Margins</b>	<input type="checkbox"/> Top, bottom, and side margins are appropriate for the document	<input type="checkbox"/> Side margins <b>or</b> top and bottom margins are correct.	<input type="checkbox"/> Incorrect margins
<b>Spelling errors</b>	<input type="checkbox"/> 0	<input type="checkbox"/> 2-3	<input type="checkbox"/> $\geq$ 3
<b>Overall Format</b>	<input type="checkbox"/> Perfect	<input type="checkbox"/> 2-3 errors	<input type="checkbox"/> $\geq$ 3 errors
<b>Total Points (Multiply checked cells by point value of column)</b>			
<b>Total Points:</b>			
<b>Comments:</b>			