

## Correspondence Rubric

FORMAT  <i>Letter</i> <i>Memo</i>	Heading/Letterhead Date Inside Address Salutation Complimentary Close	2.5
	Subject	1.5
CONTENT  <i>ABC</i> <i>Format</i>	<b>Introduction</b> Purpose statement	2
	<b>Body</b> Reasons Factual details/ specific info.	4
	<b>Conclusion</b> Call to action Closing off	1
	<b>Tone</b> Formal/Business-like expression\Professionalism Positive Language	2
LANGUAGE	Grammar/Sentence structure Spellings/Vocabulary Punctuation Spacing	2
Total		15