# Informational Report Letter of Transmittal Rubric

Accompanies [Letter of Transmittal Assignment for Informational Report](https://tracigardner.github.io/TechComm/assignments/informational-report/informational-report-letter-of-transmittal/informational-report-letter-of-transmittal-assignment.html)

| Criteria | Exceeds Expectations | Meets Expectations | Almost There | Needs Work | Missing |
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| Block-Style Letter Format  Follows correct letter format (block style, spacing). | Format perfect and polished. Goes beyond basics to establish a strong, professional appearance. | Block style perfect throughout (single spaced, left-aligned, no paragraph indentation, skipped line between paragraphs) | Minor format or spacing errors. | Multiple errors in Block Style. | Not formatted as a letter or no attempt at Block Style. |
| Letter Components  Includes required component of letter format (return address, date, inside address, subject line, salutation, closing, signature block, enclosure notation) | Includes all components accurately and in correct order; layout is polished and professional. | Includes all required components in correct order. | Includes most components, but makes one or two minor errors. | Several components missing or formatted incorrectly. | Lacks most or all required components. |
| Introduction  States the purpose of the letter and identifies what is being transmitted. | Introduces both the letter and report gracefully and fully; sets a professional tone in the first paragraph. | States what is being sent and why with clear, direct phrasing in the first paragraph. | Provides partial information (e.g., purpose or item transmitted missing). May omit the name of the report. | Lacks clarity or professionalism in introduction. | Paragraph missing or fails to introduce report. |
| Project Overview  Summarizes the subject, methods, and scope of the report. | Provides concise, accurate, and engaging overview with clear context in the first paragraph. | Summarizes subject, methods, and scope effectively and accurately in the first paragraph. | Covers basic points but omits detail or clarity in one area. | Includes confusing or incomplete summary, methods, and/or scope. | Project Overview paragraph missing or unrelated to project overview. |
| Key Findings  Highlights 2–3 major findings or insights from the report. | Summarizes key findings with precision and relevance; connects to audience interests in the third paragraph. | Identifies key findings clearly and accurately in the third paragraph. | Mentions 2–3 findings but lacks clarity, balance, or connection to purpose. | States findings vaguely or incompletely. May include fewer than 2 or more than 3 key findings. | Findings paragraph missing or off-topic. |
| Conclusion & Contact Info  Concludes courteously, invites questions, and includes contact details. | Closes letter with strong, polished paragraph that thanks readers and invites engagement; includes accurate contact info. | Provides clear, courteous closing paragraph and complete contact info. | Includes closing but lacks warmth, professionalism, or contact info. | Closes letter weakly or abruptly and/or omits contact details. | No closing paragraph. |
| Tone & Plain Language  Maintains a professional, courteous, and audience-appropriate tone. | Maintains tone consistently, evoking a professionalism and confidence. Uses plain language expertly. | Uses appropriate and professional tone throughout. Effectively uses plain language. | Includes occasional awkward, inconsistent, or overly technical phrasing or uses inconsistent tone. | Uses unprofessional tone and/or language that is too technical or confusing | No attempt to customize the tone and language to the audience. |