# Informational Report Letter of Transmittal Rubric

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| **title\_or\_outcome\_id** | Description | **User range** | **Rating\_points\_1** | **Rating\_title\_1** | **Rating\_description\_1** | Rating\_points\_2 | Rating\_title\_2 | Rating\_description\_2 | **Rating\_points\_3** | **Rating\_title\_3** | **Rating\_description\_3** | **Rating\_points\_4** | **Rating\_title\_4** | **Rating\_description\_4** | **Rating\_points\_5** | **Rating\_title\_5** | **Rating\_description\_5** |
| Block-Style Letter Format | Follows correct letter format (block style, spacing). | False | 5 | **Exceeds Expectations** | Format perfect and polished. Goes beyond basics to establish a strong, professional appearance. | 4 | **Meets Expectations** | Block style perfect throughout (single spaced, left-aligned, no paragraph indentation, skipped line between paragraphs) | 3 | **Almost There** | Minor format or spacing errors. | 2 | **Needs Work** | Multiple errors in Block Style. | 1 | **Missing** | 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) | False | 5 | **Exceeds Expectations** | Includes all components accurately and in correct order; layout is polished and professional. | 4 | **Meets Expectations** | Includes all required components in correct order. | 3 | **Almost There** | Includes most components, but makes one or two minor errors. | 2 | **Needs Work** | Several components missing or formatted incorrectly. | 1 | **Missing** | Lacks most or all required components. |
| Introduction | States the purpose of the letter and identifies what is being transmitted. | False | 5 | **Exceeds Expectations** | Introduces both the letter and report gracefully and fully; sets a professional tone in the first paragraph. | 4 | **Meets Expectations** | States what is being sent and why with clear, direct phrasing in the first paragraph. | 3 | **Almost There** | Provides partial information (e.g., purpose or item transmitted missing). May omit the name of the report. | 2 | **Needs Work** | Lacks clarity or professionalism in introduction. | 1 | **Missing** | Paragraph missing or fails to introduce report. |
| Project Overview | Summarizes the subject, methods, and scope of the report. | False | 5 | **Exceeds Expectations** | Provides concise, accurate, and engaging overview with clear context in the first paragraph. | 4 | **Meets Expectations** | Summarizes subject, methods, and scope effectively and accurately in the first paragraph. | 3 | **Almost There** | Covers basic points but omits detail or clarity in one area. | 2 | **Needs Work** | Includes confusing or incomplete summary, methods, and/or scope. | 1 | **Missing** | Project Overview paragraph missing or unrelated to project overview. |
| Key Findings | Highlights 2–3 major findings or insights from the report. | False | 5 | **Exceeds Expectations** | Summarizes key findings with precision and relevance; connects to audience interests in the third paragraph. | 4 | **Meets Expectations** | Identifies key findings clearly and accurately in the third paragraph. | 3 | **Almost There** | Mentions 2–3 findings but lacks clarity, balance, or connection to purpose. | 2 | **Needs Work** | States findings vaguely or incompletely. May include fewer than 2 or more than 3 key findings. | 1 | **Missing** | Findings paragraph missing or off-topic. |
| Conclusion & Contact Info | Concludes courteously, invites questions, and includes contact details. | False | 5 | **Exceeds Expectations** | Closes letter with strong, polished paragraph that thanks readers and invites engagement; includes accurate contact info. | 4 | **Meets Expectations** | Provides clear, courteous closing paragraph and complete contact info. | 3 | **Almost There** | Includes closing but lacks warmth, professionalism, or contact info. | 2 | **Needs Work** | Closes letter weakly or abruptly and/or omits contact details. | 1 | **Missing** | No closing paragraph. |
| Tone & Plain Language | Maintains a professional, courteous, and audience-appropriate tone. | False | 5 | **Exceeds Expectations** | Maintains tone consistently, evoking a professionalism and confidence. Uses plain language expertly. | 4 | **Meets Expectations** | Uses appropriate and professional tone throughout. Effectively uses plain language. | 3 | **Almost There** | Includes occasional awkward, inconsistent, or overly technical phrasing or uses inconsistent tone. | 2 | **Needs Work** | Uses unprofessional tone and/or language that is too technical or confusing | 1 | **Missing** | No attempt to customize the tone and language to the audience. |