

<b>Criteria</b>	<b>Commendable</b>	<b>Very Good</b>	<b>Good</b>	<b>Poor to Unacceptable</b>
<p>Blocked Business Letter Format</p> <ul style="list-style-type: none"> <li>• Spelling &amp; Grammar</li> <li>• 2" Top Margin</li> <li>• QS between date and letter address</li> <li>• QS between complimentary close and keyed name of writer</li> <li>• DS between all other parts of letter</li> <li>• Paragraphs SS with DS between</li> <li>• All lines at LM</li> <li>• Reference initials when appropriate</li> <li>• Enclosure/Attachment notation when appropriate</li> </ul>	<p>Letter contains no errors and is considered ready to mail without revisions.</p> <p>(50 points)</p>	<p>Letter contains 1-2 errors.</p> <p>(46-48 points)</p>	<p>Letter contains 3-4 errors.</p> <p>(42-44 points)</p>	<p>Contains 5 or more errors.</p> <p>(0-40 points)</p>
<p>Table Formatting</p> <ul style="list-style-type: none"> <li>• Spelling &amp; Grammar</li> <li>• Spacing between columns even</li> <li>• DS between headings</li> <li>• Centering of main and any secondary headings</li> <li>• Right alignment of currency figures</li> <li>• Placement of column headings</li> <li>• Horizontal placement of table</li> <li>• Consistency of design (use of borders, font size, style, color, etc.)</li> </ul>	<p>Table contains no errors.</p> <p>(50 points)</p>	<p>Table contains 1-2 errors.</p> <p>(46-48 points)</p>	<p>Table contains 3 -4 errors.</p> <p>(42-44 points)</p>	<p>Contains 5 or more errors.</p> <p>(0-40 points)</p>