

**Objective:** Students will compose a business letter to the charity of their choice to inform the charity of the upcoming donation. Students will follow the correct “business letter” format and follow the following guidelines:

## **Charity Checks Project Business Letter Rubric**

<b>Categories</b>	<b>Context</b>	<b>Grammar</b>	<b>Appearance</b>	<b>Effort</b>
<b>Level 4- Above Standards</b>	<i>Student has written a business letter that is in the correct format. It has a header, the date, the inside address, an opening salutation, a first paragraph that states the purpose of the letter, a body which goes into further detail, a closer paragraph which gives the reader information on how to contact the letter's author and a closing salutation.</i>	<i>Student has demonstrated excellent grammar/spelling skills: there are no mistakes in this essay.</i>	<i>Student handed a letter that is attractive and neat. It is typed.</i>	<i>Student demonstrated effort.</i>
<b>Level 3- Meeting Standards</b>	<i>Student has written a business letter that is in the correct format. It has a header, the date, the inside address, an opening salutation, a first paragraph that states the purpose of the letter, a body which goes into further detail, a closer paragraph which gives the reader information on how to contact the letter's author and a closing salutation.</i>	<i>Student has demonstrated some grammar/spelling skills: there are few mistakes.</i>	<i>Student handed a letter that is attractive and neat. It is typed.</i>	<i>Student demonstrated some effort.</i>
<b>Level 2- Reaching Standards</b>	<i>Student has written a business letter that is in somewhat of a correct format. It contains some and/or is missing the following: a header, date, inside address, an opening salutation, a first paragraph that states the purpose of the letter, a body which goes into further detail, a closer paragraph and a closing salutation.</i>	<i>Student has demonstrated fair grammar/spelling skills: there are several mistakes.</i>	<i>Student handed a letter that is somewhat attractive and neat. It is typed and/or handwritten.</i>	<i>Student demonstrated little effort.</i>
<b>Level 1-Below Standards</b>	<i>Students had composed a letter in the wrong format.</i>	<i>Student has demonstrated poor grammar/spelling skills: there are many mistakes.</i>	<i>The letter is not neat and attractive.</i>	<i>Student demonstrated no effort.</i>