

_____ Name

_____ Date

_____ Hour

RUBRIC for Business Writing English 11

All must be typed as computer time has been provided in class

_____ Memo (you may write a different one if you didn't like Hawthorne)
10 pts

_____ Business Letter
10 pts.

- Full block
- Semi-block

_____ Complaint or other business writing as shown on pgs.301-313
10 pts.

- Inquiry letter
- Complaint letter
- Letter of application
- Recommendation letter for favorite Romantic author
- Résumé for favorite Romantic author

_____ Mechanics/Grammar
10 pts.

/40

Other ideas to use for above

- Write to Governor Granholm about the current educational requirements (would help you get ready for exam essay)
- Thank a veteran in a letter (or other hero)
- Write to the school in Dead Poets Society about the problems that happened there
- Write to the parents from the school (or from teacher or from students) in Dead Poets Society about what happened there
- Write to your own parents about the reading strategies and other activities we have been doing in English 11 and what you have been learning there