

Rubric
Negative News Email to Peer Team

Business Writing Standard	Indicators	Assessment				
Indirect Pattern Organization & Information	Effective buffer	Unsat	Weak	Acceptable	Strong	Mastery
	Sufficient/appropriate information/details	Unsat	Weak	Acceptable	Strong	Mastery
	Skillfully framed bad news	Unsat	Weak	Acceptable	Strong	Mastery
	Positive, forward-looking close	Unsat	Weak	Acceptable	Strong	Mastery
	Overall structure/flow	Unsat	Weak	Acceptable	Strong	Mastery
Reader Orientation	Reader-focused language/goodwill/credibility	Unsat	Weak	Acceptable	Strong	Mastery
	Responsive to needs/values/position of reader	Unsat	Weak	Acceptable	Strong	Mastery
	Professional/conversational word choice and tone	Unsat	Weak	Acceptable	Strong	Mastery
Language Conventions & Mechanics	Spelling/Punctuation/Grammar/Fluency	Unsat	Weak	Acceptable	Strong	Mastery
	Sentence/Paragraph Structure	Unsat	Weak	Acceptable	Strong	Mastery
	Sentence Economy	Unsat	Weak	Acceptable	Strong	Mastery
	Appropriate/precise vocabulary/active verbs	Unsat	Weak	Acceptable	Strong	Mastery
Overall Format & Appearance	Proper document heading/closing	Unsat	Weak	Acceptable	Strong	Mastery
	Proper and uniform spacing and font	Unsat	Weak	Acceptable	Strong	Mastery
	Overall appearance/layout	Unsat	Weak	Acceptable	Strong	Mastery
	All written and oral instructions followed	Unsat	Weak	Acceptable	Strong	Mastery

Additional Comments: