

**ACS 191**  
**Assignment - Job Acceptance Letter**  
*Grading Checklist*

Name: \_\_\_\_\_

Points Possible: **30**

		Potential Penalty	Points Deducted
<b>Overall Issues</b>			
	Appropriately Prepared	<b>10</b>	
	Professional Appearance	<b>5</b>	
	Well-organized	<b>5</b>	
<b>Acceptance Letter</b>			
	Formatted according to standard guidelines	<b>5</b>	
	Clearly accepts position and states specifics	<b>15</b>	
	Spelling and grammar	<b>5</b>	
<b>Total Penalties</b>			
<b>Your Final Score</b>			