

IT 100 Milestone One Guidelines and Rubric

Overview: As you prepare to communicate the next steps in the consulting partnership between your organization, Business Consultants, and your client, New Hampshire Business Products, you will prepare three deliverables using office productivity applications. For Milestone One, you will prepare a draft of your first deliverable: a business letter created with Microsoft Word. You will be required to format and revise the business letter to summarize the findings of your initial meeting with the client and to request a follow-up meeting, using formatting and style conventions appropriate for the identified audience.

Prompt: First, review [this scenario](#). Then apply audience-appropriate formatting and style conventions to a follow-up business letter for New Hampshire Business Products. Use the business letter content in [this document](#).

Specifically, the following **critical elements** must be addressed:

- I. **Business Letter:** Apply audience-appropriate formatting and style conventions to a follow-up business letter for New Hampshire Business Products. Use the business letter content in the Word document provided.
 - A. Incorporate the business letter content into a business letter **template**. Word provides a business letter template.
 - B. Apply formatting conventions appropriate for the intended audience.
 1. Select a standard and consistent **font** and font **size**.
 2. **Format** the document with standard and consistent line spacing, margins, and indentation.
 3. Configure the data provided into a **table**.
 - C. Apply **revisions** to the provided draft to produce a document that is clear of typographical and formatting errors.

Rubric

Guidelines for Submission: Your business letter must be submitted as a 1- to 2-page Microsoft Word document. Save the provided document to your computer and submit the revised version with the following naming convention: **businessletter_v.2_firstinitiallastname.docx**.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Business Letter: Template	Incorporates the business letter content into a business letter template	Incorporates the business letter content into a template, but the template selection is not appropriate for a business audience	Does not incorporate the business letter content into a business letter template	20
Business Letter: Font and Size	Selects a standard and consistent font and font size	Selects a font and size, but font and/or size selections are not appropriate for a business audience, or font and/or font size are not consistent throughout	Does not select an appropriate and consistent font and font size	18

Business Letter: Format	Formats the document with standard and consistent line spacing, margins, and indentation	Formats the document but does not address all components, or formatting changes are not standard and consistent	Does not format the document with standard and consistent line spacing, margins, and indentation	18
Business Letter: Table	Configures the data provided into a table	Configures the data provided into a table, but table formatting distracts from the message or is not appropriate for a business audience, or information is missing from the table	Does not configure data provided into a table	20
Business Letter: Revisions	Applies revision techniques to the provided draft to produce a document clear of typographical and formatting errors	Applies revision techniques to the provided draft, but the document produced contains some typographical and formatting errors, or revisions are not appropriate for the audience	Does not apply revision techniques to the provided draft	16
Articulation of Response	Submission has no major errors related to grammar, spelling, syntax, or organization	Submission has major errors related to grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to grammar, spelling, syntax, or organization that prevent understanding of ideas	8
			Total	100%