**Letter Checklist**

**Writing Process:**

Evidence of brainstorming/planning \_\_\_\_\_\_\_\_\_\_\_(5)

Draft of letter \_\_\_\_\_\_\_\_\_\_\_(10)

Revisions/improvements/edits \_\_\_\_\_\_\_\_\_\_\_(10)

**Final Copy:**

**Ideas, Word Choice, Voice** – Each paragraph sticks to one topic ­­­­\_\_\_\_\_\_\_\_\_\_\_\_(2)

* Friendly /appropriate topics, casual tone with personality \_\_\_\_\_\_\_\_\_\_\_\_\_(2)
* OR professional language and useful information

**Organization** At least three paragraphs, in logical order, with intro and

conclusion sentences \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Looks like model letter - Address and date \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Salutation (Dear…) and closing \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

**Sentences** – Complete sentences (Capitals and periods) \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Variety of lengths, beginnings, and endings \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

**Conventions** – Good spelling, correct punctuations, and commas \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Try one new kind of punctuation within the sentence (parentheses,

Semi-colon, ellipsis…) \_\_\_\_\_\_\_\_\_\_\_\_\_(2)

**Presentation** Neat, easy to read \_\_\_\_\_\_\_\_\_\_\_\_\_(2)