

Writing Checklist - Grade 4 - Letters

Student	Teacher	
		The author's letter includes important information.
		The author writes the body with a sense of closure.
		The author focuses on the topic and decides on a purpose for writing.
		The author writes with a personal style (author's voice).
		The author writes in letter format (date, greeting, body, closing and signature).
		The author follows the writing process (prewriting, drafting, revising, editing, publishing).
		The author uses a variety of sentences and vocabulary.
		The sentences are fluent and easy to follow (no fragments and run-ons).
		The author writes in paragraph form (including indentation and transitions).
		The author writes legibly, in cursive, spacing letters, words and sentences.
		The author uses nouns, pronouns, verbs, and adjectives correctly (complete sentences).
		The author uses correct capitalization.
		The author uses correct punctuation.
		The author spells grade level words correctly.
		out of 14 possible

My goal is _____

I will (what, who, when):

1. _____

2. _____