

Writing Checklist - Grade 7 & 8 - Business Letter

Student	Teacher	
		The heading has author's name, title, street address, city, state, and zip code.
		The letter has a date.
		The inside address contains the name, street address, city, state, and zip code of the person to whom you are writing.
		The letter contains a salutation (greeting) followed by a colon (:).
		The body of the letter focuses on the topic and the purpose for writing is clear.
		The author writes appropriately for the audience.
		The author uses a variety of sentences and vocabulary.
		The author groups related ideas into paragraphs.
		The author maintains a consistent focus throughout the letter.
		The letter has a closing followed by a comma.
		The letter contains the author's signature and is followed by their printed name.
		The author writes in correct business letter format.
		The author uses parts of speech correctly.
		The author uses correct punctuation and capitalization.
		The author spells words correctly.
		The final product is neatly presented.
		The author follows the writing process (prewriting, drafting, revising, editing, publishing).
	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> out of 17 possible	

In order to improve my writing I will _____

I will (what, who, when):

1. _____

2. _____