

**STUDENT WRITING CHECKLIST  
GRADE 3 - 5  
FORMAL LETTER**

**Use the checklist to plan, write, revise, and edit your letter.**

**THINGS TO REMEMBER FOR FORMAL LETTER**

- Write a formal letter in a correct format.**

**Ideas and Content**

- I express ideas that are clear and directly related to the topic.
- My ideas are appropriate for the audience and purpose.
- I use details to support my ideas.

**Organization**

- I use a formal letter format.
- My introduction makes a reader want to keep on reading.
- I organize details in a way that they make sense.
- I use smooth transitions.
- My letter has a good closing.
- I use paragraphs.

**Voice**

- I use language appropriate for the audience, topic and purpose.
- My writing shows what I really think and feel.

**Word Choice**

- I use a variety of words that make my meaning clear and interesting.
- I use descriptive words and phrases that energize the writing.
- I use vocabulary appropriate to the topic.

**Sentence Fluency**

- I use both simple and compound sentences.
- I use a variety of sentence lengths and beginnings.
- My letter sounds good when read aloud.

**Conventions**

- I use paragraph breaks correctly.
- I use punctuation correctly.
- I use capital letters correctly.
- I spell correctly.
- I use grammar and usage rules correctly.

- I have proofread my paper.**