

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

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

THINGS TO REMEMBER FOR FRIENDLY LETTER

- Write a friendly 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 friendly 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.**