

**STUDENT WRITING CHECKLIST
GRADE 6-8
FORMAL LETTER**

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

THINGS TO REMEMBER FOR FORMAL LETTER

- Follows the formal letter format.**

Ideas and Content

- I use clear, focused and original ideas and details to support the topic.
- My ideas are appropriate for the audience and purpose.
- I use sufficient details and examples to help the reader understand my message.

Organization

- I use the formal letter format.
- My beginning is interesting.
- I organize details in a way that they make sense.
- My sentences are organized to support my ideas.
- I use smooth transitions between sentences, ideas and paragraphs.
- My letter has a sense of resolution or closure.

Voice

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

Word Choice

- I use accurate, specific and powerful words that make the meaning clear.
- My words are original, varied and natural.
- I use literal or figurative language when appropriate.

Sentence Fluency

- I use simple, compound, and complex sentences.
- My paper sounds good when read aloud.
- I vary sentence beginnings, lengths, and patterns to enhance the flow of the writing.

Conventions

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

- I have proofread my paper.**