

Name _____ Date _____

Personal Letter

Ideas	YES	NO
Do I focus on my purpose for writing?		

Organization	YES	NO
Do I include a greeting that begins with <i>Dear</i> and the reader's name?		
Does the body share my ideas?		
Do I end with a closing and my signature?		

Voice	YES	NO
Does my personality shine through?		

Word Choice	YES	NO
Do I use everyday words?		

Sentence Fluency	YES	NO
Do I use different kinds of sentences, including those with compound subjects?		

Conventions	YES	NO
Do I use correct grammar?		
Do I use correct spelling?		
Do I use correct punctuation and capitalization?		

Presentation	YES	NO
Do I use neat handwriting or typing?		
Do I have consistent margins and spacing?		
Do I include a heading that gives my address and the date?		

Additional Items	YES	NO