

Revision Checklist: Letter to the Editor

Criteria	Always	Some	Rarely	Ideas for revision
1. Have I included my address?				
2. Have I included the recipient's address?				
3. Have I used a formal title?				
4. Does my first paragraph give a clear purpose for my letter?				
5. Does my letter give arguments to support what I am saying?				
6. Do I give facts and details to support my arguments?				
7. Does my final paragraph say what action I want taken?				
8. Have I written about an important local/specific issue?				
9. Have I used present tense?				
10. Have I used personal pronouns?				
11. Have I used formal language?				
12. Have I used action verbs?				
13. Have I used connectives to link ideas between paragraphs?				
14. Does my writing persuade/inform the reader?				
15. Have I edited my spelling and punctuation?				