

Let's Edit...

A Letter: Editing

Use this checklist to edit your letter. If you didn't include the 5 parts, add them in! Make sure you can check off each box.

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Date | <input type="checkbox"/> I stayed on topic |
| <input type="checkbox"/> Greeting | <input type="checkbox"/> I have an audience |
| <input type="checkbox"/> Body | <input type="checkbox"/> I used punctuation to end sentences |
| <input type="checkbox"/> Closing | <input type="checkbox"/> I used capital letters to begin sentences |
| <input type="checkbox"/> Signature | <input type="checkbox"/> I used correct spelling |
-

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