

Name \_\_\_\_\_ Date \_\_\_\_\_

## Writing Checklist - Grade 5 & 6 - Business Letter

Student Teacher

		The heading has author's name, title, street address, city, state, and zip code.
		The letter has a date.
		The inside address contains the name, street address, city, state, and zip code of the person to whom you are writing.
		The letter contains a salutation (greeting) followed by a colon (:).
		The body of the letter focuses on the topic and the purpose for writing is clear.
		The author writes appropriately for the audience.
		The author uses a variety of sentences (simple and complex) and vocabulary.
		The author groups related ideas into paragraphs.
		The author maintains a consistent focus throughout the letter.
		The letter has a closing followed by a comma.
		The letter contains the author's signature and is followed by their printed name.
		The author writes in correct business letter format.
		The author writes legibly, spacing letters, words and sentences.
		The author uses parts of speech correctly.
		The author uses correct punctuation and capitalization.
		The author spells words correctly.
		The author follows the writing process (prewriting, drafting, revising, editing, publishing).
		out of 17 possible

My goal is \_\_\_\_\_

I will (what, who, when):

1. \_\_\_\_\_

2. \_\_\_\_\_

Developed by teachers at Wapakoneta City Schools in coordination with the WC- RPDC Teacher On Loan Program