Literary Letter Checklist

Do NOT print your final copy of your memoir until you have completed the following. You need highlighters and colored pens/pencils to do this.

Check each off when it is **completed**. **Formatting:**

\_\_\_\_\_\_ 1. Letter has the date in the right corner, greeting (Dear Ms. C,) below the date on the left side.

\_\_\_\_\_\_ 2. Letter has a closing (Sincerely,) and your signature at the bottom of the letter on the right side

\_\_\_\_\_\_ 3. The essay is **double-spaced in size 12 font or larger**

\_\_\_\_\_\_ 4. Essay is **1-2 typed pages.**

\_\_\_\_\_\_ 5. Do you have 3 **paragraphs**? ***Is the first line of each paragraph indented?***

**Content:**

\_\_\_\_\_\_ 1. Paragraph 1 is a **summary** of the story including the title of the book, author, and genre.

 \_\_\_\_\_ The summary tells the beginning, middle, and end.

 \_\_\_\_\_ This paragraph has at least 5 sentences.

\_\_\_\_\_\_ 2. Paragraph 2 is about **one main character** from the story, answers ONE of the questions, and includes cited text evidence.

 \_\_\_\_\_ This paragraph has at least 5 sentences.

\_\_\_\_\_\_ 3. Paragraph 3 answers one of the **analysis** questions, restates the question, and includes cited text evidence.

 \_\_\_\_\_ This paragraph has at least 5 sentences.

\_\_\_\_\_\_4. **Underline the text evidence in each paragraph**. Your evidence should be **cited correctly**. Remember, do NOT BEGIN a sentence with a citation: Introduce the evidence first. **You MUST have text evidence in paragraphs 2 and 3**.

\_\_\_\_\_\_5. Draw a  around THREE strong **transitions** you used to make your writing flow. Add any if needed.

\_\_\_\_\_\_ 6. Circle THREE examples of **strong word choice** that you specifically and thoughtfully used to convey your meaning. Add any if needed.

\_\_\_\_\_\_7. Check for **sentence variety**; do NOT begin all sentences the same way.

**Mechanics:**

\_\_\_\_\_\_ 1. Check **spelling** – including homophones: two, to, too, your, you’re, there, their, they’re

\_\_\_\_\_\_2. Check **capitalization** – the title of the book, proper nouns, first word in a sentence.

\_\_\_\_\_\_ 3. Check for complete sentences. No **sentence fragments** and no **run-on sentences.**

\_\_\_\_\_\_4. Highlight in **blue** one strong **compound sentence** that is written and punctuated correctly.

\_\_\_\_\_\_5. Highlight in **pink** one strong **complex sentence** that is written and punctuated correctly.

After you have **completed** this check list**, you now need to go back and make corrections and revisions to your electronic copy and print your final copy.** Turn in 1.) your 1st draft showing revisions you made, 2.) your 2nd draft -with the highlighting and marks from above, 3.) this checklist, AND 4.) your final draft.