**Letter Checklist**

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Knowledge and Understanding Level \_\_\_\_*

* Knowledge of components of the letter
* Demonstrates understanding of subject’s life

*Thinking and Inquiry Level \_\_\_\_*

* Quality/thoughtfulness of questions to subject
* Depth of discourse

*Communication Level \_\_\_\_*

* Conventions (spelling, grammar, punctuation)
* Formalities of writing

*Application Level \_\_\_\_*

* Organization of letter
* Return Address
* Date
* Inside Address
* Greeting
* Body
* Closing
* Signature
* Postscript (*optional*)
* Formatting of letter

*Descriptive Feedback:*

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