

# Letter Essay Checklist

	Letter Essay #1 <b>March 10</b> to PARENT	Letter Essay #2 <b>March 24</b> to Mrs. G	Letter Essay #3 <b>April 4</b> to PARENT
<p><b>IN GENERAL, THE LETTER ESSAY</b></p> <ul style="list-style-type: none"> <li>... is handwritten in your writing notebook.</li> <li>... is legible.</li> <li>... is double spaced.</li> <li>... is at least two pages.</li> </ul>			
<p><b>FRIENDLY LETTER FORMAT</b></p> <ul style="list-style-type: none"> <li>... I put the date in the upper right hand corner</li> <li>... I used a conventional greeting (Dear Mrs. Gallant, Dear Dad,) and closing (Sincerely, Your Friend, From One Reader to Another,)</li> <li>... I <b>always</b> cited the name of the author of the book and its title and I indicate the title by capitalizing and underlining it - for example, <u>The Book Thief</u> by Markus Zusak.</li> </ul>			
<p><b>CRITICAL RESPONSE</b></p> <ul style="list-style-type: none"> <li>... My letter essay is a critical response to the book.</li> <li>... My letter essay is NOT a summary of the book, a book report, or a description of the characters.</li> </ul>			
<p><b>PASSAGE</b></p> <ul style="list-style-type: none"> <li>... I included a significant passage from the book.</li> <li>... I explained my reaction to the book's theme, problem, character development, plot arc, or the author's style.</li> <li>... I wrote about what I think the passage shows about the book, the author, or your response to either.</li> </ul>			
<p><b>CONNECTING - Choose at least two in your letter essay</b></p> <ul style="list-style-type: none"> <li>... I told about my experience as a reader of the book.</li> <li>... I described what I noticed about how the author wrote.</li> <li>... I told what I think the themes might be.</li> <li>... I told what surprised me.</li> <li>... I posed my wonderings - my questions about the author, the characters, the structure, the voice, and myself as a reader.</li> <li>... I tried one of the sentence openers provided in your packet.</li> </ul>			
<p><b>NITTY GRITTY</b></p> <ul style="list-style-type: none"> <li>... My punctuation, spelling, and grammar are correct.</li> <li>... I capitalized proper nouns (names of people, places, etc).</li> <li>... The letter essay has no sentence fragments, run-on sentences, or comma splices.</li> <li>... The letter essay has been immaculately proofread and contains no careless mistakes or other errors.</li> </ul>			