

## Checklist: Draft of Letter

<p><b>Organization</b></p> <p>I have included all five parts of a formal letter: Heading, Greeting, Body Paragraphs, Closing, Signature.</p>	
<p><b>Content</b></p> <p>The writer has included a glossary</p>	
<p><b>Communication</b></p> <p>My written expression is fluent, and I have selected a formal tone appropriate for my audience and message.</p>	
<p><b>Conventions</b></p> <p>I have used spelling, grammar, and punctuation correctly (including commas after transitional words or phrases) and I have signed my name in fluent cursive.</p>	