

# Letter Writing Critique

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

Skill	Points Possible	Points Received
Parts of letter in place: heading, greeting, body, closing, and signature	20	
Spelling	10	
Proper grammar	10	
Letter makes sense to reader	10	
Interesting and has a friendly/business tone	10	
Use of language that is at or above grade level of	10	
Fulfills purpose of assignment	20	
Penmanship neat and readable	10	
<b>Total Points</b>	100	

Grade: \_\_\_\_\_

Recommendations: