Checklist for Persuasive Letters

Name of Author:_____

Name of Person Providing Feedback: _____

Review your persuasive letter (or someone else's) using this checklist. Use the markings in the code to note whether the writer "**nailed it**," "**did it**," or "**needs to revisit**" each task. Add notes after items to share your feedback.

	Notes
Introduction **Content** _____ Begins with a "hook" _____ Contains 2-3 sentences that provide background about the issue _____ The last sentence provides the writer's stance on the issue _____ May touch on some reasons that support the writer's position	
Paragraph 1 _____ Provides a transition in the first sentence _____ States your first reason supporting your stance _____ Has 2-3 examples, facts, details, or assertions that support the first reason _____ Contains a closing sentence	
Paragraph 2 _____ Provides a transition in the first sentence _____ States your second reason supporting your stance _____ Has 2-3 examples, facts, details, or assertions that support the first reason _____ Contains a closing sentence	

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	Notes

Paragraph 3

_____ Provides a transition in the first sentence

_____ States your third reason supporting your
stance

_____ Has 2-3 examples, facts, details, or assertions
that support the first reason

_____ May contain a counter argument

Conclusion

_____ Re-states the thesis from the introduction

_____ Summarizes the main reasons for your position

_____ Explains how the reader's decision/support can
have a positive impact

_____ Contains a "call to action"

Grammar/ Structure/ Mechanics

_____ Each sentence ends with punctuation and begins
with capital letters

_____ All proper nouns are capitalized

_____ All words are spelled correctly

_____ The sentences are complete and make sense

_____ Letter has all five parts (date, greeting, body,
salutation, and signature)

_____ Letter is formatted correctly with margins and
paragraphing

Style

_____ The author's voice comes through in the writing.
You can tell they really care about the issue.

_____ The tone sounds professional and the argument is
well thought-out.