

Self Evaluation

Assessment Checklist

Task: Once you have written your letter, review each point below.

I Content

- ⌋ *Purpose:* Does the letter address the essay's theme? Is it describing how a work of literature somehow changed the reader's view of the world or self?
- ⌋ *Audience:* Does the reader demonstrate knowledge of his or her audience? In other words, is the writer addressing the author and not the teacher?
- ⌋ *SupportingDetails:* Does the letter provide explanations or examples, anecdotes or other specific details to support the reader's point of view?

II Reader Response/Originality and Expression

- ⌋ Does the reader talk to the author rather than summarizing the book's plot or analyzing literary elements within the book?
- ⌋ Does the reader relate the book to himself or herself rather than asking the author questions about how he or she wrote the book?
- ⌋ Does the reader correspond with the author rather than compliment?
- ⌋ Is the vocabulary smooth and natural rather than tongue-tied or showy?

III Organization and Grammatical Correctness

- ⌋ Does the reader present ideas in a logical, organized manner without unnecessary repetition?
- ⌋ Does the essay have bookends: an introduction, a lead paragraph that hooks the reader plus a concluding paragraph that may or may not mirror the opening paragraph?
- ⌋ Has the reader proofread his letter for errors of spelling and punctuation?

Ideas adapted from *Letters About Literature* <http://read.gov/letters/>