**Self Evaluation**

**Editing your *Letter About Literature***

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

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| 1 | Read it out loud to listen and look for a variety of sentence structures. |  |
| 2 | Correct any run-on sentences.(two or more sentences joined without the correct grammar) |  |
| 3 | Look for transitions between paragraphs, time changes or new thoughts that do not correspond to the other ideas in your paragraph. |  |
| 4 | Look at the evaluation criteria (rubric) to make sure you are meeting the expectations. |  |
| 5 | Use a thesaurus to think of strong verbs, specific nouns, and descriptive adjectives. |  |
| 6 | Double Space, Cambria in 12pt. Font |  |
| 7 | Indent all new paragraphs with no extra line space between paragraphs. |  |
| 8 | Use the Spelling and Grammar Check Tool to look for mistakes. |  |
| 9 | Read through the letter to check for tricky homophone words that a spelling check won't find.(e.g. some/sum: same pronunciation, different spelling). |  |

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