

Self Evaluation

Assessment Checklist

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

I Content

- ☐ *Purpose:* Is your letter describing how a work of literature somehow changed your view of the world or yourself?
- ☐ *Audience:* Are you addressing the author?
- ☐ *Supporting Details:* Is your letter providing explanations or examples, anecdotes or other specific details to support your point of view?

II Reader Response/Originality and Expression

- ☐ Do you talk to the author (rather than summarizing the book's plot or analyzing literary elements within the book)?
- ☐ Do you relate the book to yourself (rather than asking the author questions about how he or she wrote the book)?
- ☐ Do you correspond with the author (rather than compliment)?
- ☐ Is the vocabulary smooth and natural (rather than tongue-tied or showy)?

III Organization and Grammatical Correctness

- ☐ Do you 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 mirror the opening paragraph?
- ☐ Have you proofread your letter for errors of spelling and punctuation?

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