Business Letter Revising and Editing Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

Use the following checklist as a guide when you revise and edit your letter. Add, cut, rewrite, and rearrange information until all of the traits are working effectively.

|  |  |
| --- | --- |
| **Do I express a strong IDEA?** | |
|  | Have I clearly identified my topic and purpose? |
|  | Have I supported my main point with key details? |
| **Do I use clear ORGANIZATION?** | |
|  | Does my beginning get my reader’s interest and state my topic? |
|  | Does my middle provide key support? |
|  | Does my ending wrap up the letter effectively? |
| **Do I use my natural VOICE?** | |
|  | Do I connect effectively with the reader? |
| **Do I choose the best WORDS?** | |
|  | Do I use all names and titles correctly? |
| **Do I create smooth-flowing SENTENCES?** | |
|  | Does the letter read smoothly? |
| **Do I use correct CONVENTIONS?** | |
|  | Have I checked facts and correctness? |
| **Do I have an effective DESIGN?** | |
|  | Do I follow the correct format for a business letter? |