Business Letter Revising and Editing Checklist

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| 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.

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| **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? |