**Revising and Editing—Problem-Solution Letters**

Use this checklist to help you revise and edit your letter.

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|  | **Ideas** Do I focus on a clear problem and solution? |
|  | **Organization** Does my letter have a clear beginning, middle, and ending? |
|  | **Voice** Does my voice sound polite, yet persuasive? |
|  | **Word Choice** Have I used specific nouns and persuasive verbs? |
|  | **Sentence Fluency** Do my sentences vary in length? |
|  | **Conventions** Is my writing free of errors? |

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