Letter to Mrs. Clay Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plus/Delta Evaluation

 +PLUS -DELTA

Requirements Strengths Weaknesses

* Traditional friendly letter format with

 Heading, greeting, body, closing, signature

* Multi-paragraph letter
* Written neatly in blue or black ink

 or Typed

* Mature letter

 Advanced vocabulary

 Figurative ideas

 Respectful tone and

 Appropriate choice of words

* Recent picture
* Body paragraph #1
* Body paragraph #2
* Body paragraph #3
* Concluding paragraph about

 You as an English student

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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