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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