

# Checklist for Persuasive Letters

Name of Author: \_\_\_\_\_

Name of Person Providing Feedback: \_\_\_\_\_

Review your persuasive letter (or someone else's) using this checklist. Use the markings in the code to note whether the writer "**nailed it**," "**did it**," or "**needs to revisit**" each task. Add notes after items to share your feedback.

**Key**  
+ = Nailed it!      ✓ = Did it      - = Needs work/Not done

| Introduction Content   | Notes |
|--|-------|
| <p>_____ Begins with a "hook"</p> <p>_____ Contains 2-3 sentences that provide background about the issue</p> <p>_____ The last sentence provides the writer's stance on the issue</p> <p>_____ May touch on some reasons that support the writer's position</p>                     |       |
| <p><b>Paragraph 1</b></p> <p>_____ Provides a transition in the first sentence</p> <p>_____ States your first reason supporting your stance</p> <p>_____ Has 2-3 examples, facts, details, or assertions that support the first reason</p> <p>_____ Contains a closing sentence</p>  |       |
| <p><b>Paragraph 2</b></p> <p>_____ Provides a transition in the first sentence</p> <p>_____ States your second reason supporting your stance</p> <p>_____ Has 2-3 examples, facts, details, or assertions that support the first reason</p> <p>_____ Contains a closing sentence</p> |       |

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## Paragraph 3

- \_\_\_\_\_ Provides a transition in the first sentence
- \_\_\_\_\_ States your third reason supporting your stance
- \_\_\_\_\_ Has 2-3 examples, facts, details, or assertions that support the first reason
- \_\_\_\_\_ May contain a counter argument

## Conclusion

- \_\_\_\_\_ Re-states the thesis from the introduction
- \_\_\_\_\_ Summarizes the main reasons for your position
- \_\_\_\_\_ Explains how the reader's decision/support can have a positive impact
- \_\_\_\_\_ Contains a "call to action"

## Grammar/ Structure/ Mechanics

- \_\_\_\_\_ Each sentence ends with punctuation and begins with capital letters
- \_\_\_\_\_ All proper nouns are capitalized
- \_\_\_\_\_ All words are spelled correctly
- \_\_\_\_\_ The sentences are complete and make sense
- \_\_\_\_\_ Letter has all five parts (date, greeting, body, salutation, and signature)
- \_\_\_\_\_ Letter is formatted correctly with margins and paragraphing

## Style

- \_\_\_\_\_ The author's voice comes through in the writing. You can tell they really care about the issue.
- \_\_\_\_\_ The tone sounds professional and the argument is well thought-out.

## Notes