

# Self Evaluation

## Editing your *Letter About Literature*

Task: Once you have written your letter, review each point below.

		✓
1	Read it out loud to listen and look for a variety of sentence structures.	
2	Correct any <u>run-on sentences</u> . (two or more sentences joined without the correct grammar)	
3	Look for transitions between paragraphs, time changes or new thoughts that do not correspond to the other ideas in your paragraph.	
4	Look at the evaluation criteria (rubric) to make sure you are meeting the expectations.	
5	Use a thesaurus to think of strong verbs, specific nouns, and descriptive adjectives.	
6	Double Space, Cambria in 12pt. Font	
7	Indent all new paragraphs with no extra line space between paragraphs.	
8	Use the Spelling and Grammar Check Tool to look for mistakes.	
9	Read through the letter to check for tricky <u>homophone words</u> that a spelling check won't find. (e.g. some/sum: same pronunciation, different spelling).	

Ideas adapted from *Letters About Literature* <http://read.gov/letters/>