Letter Writing Checklist (Older Students)

The letter includes all the required parts of a letter:

- ✔ Heading
- ✔ Date
- ✔ Greeting
- ✔ Body of letter contains
  - contains background information about the issue
  - clearly states reasons supporting the writer’s stance
  - includes examples, facts, details etc. that support the writer’s stance
  - explains how the reader’s decision or support can have a positive impact on elephants
  - contains a call to action/ask
- ✔ Closing
- ✔ Signature

The letter contains:

- ✔ correct spelling
- ✔ correct capitalization
- ✔ correct punctuation
- ✔ sentences that are complete and make sense
- ✔ correct formatting
- ✔ a professional tone
- ✔ a well-thought-out argument