

My Opinion Letter Checklist



- 1 My introduction clearly states my point of view and draws the reader in.
- 2 My opinion is clearly stated.
- 3 I have a minimum of 3 clearly stated reasons for my opinion and I provide information and details that back my opinion.
- 4 I maintain a friendly and professional tone.
- 5 I use strong emotive language.
- 6 Each idea is organized into a paragraph.
- 7 My spelling, grammar and punctuation is correct.
- 8 My letter is concise and to the point.
- 9 My conclusion re-states my opinion and summarizes my key points.
- 10 My conclusion includes a recommendation or a call to action.

