

A Persuasive Letter Checklist

- 1 My introduction is strong and grabs the reader.
- 2 My opinion is clearly stated.
- 3 I have a minimum of 3 clearly stated reasons that are backed up with details, facts and/or examples.
- 4 My letter has a friendly and professional tone.
- 5 I've used strong emotive language.
- 6 My ideas are organized into paragraphs.
- 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 ties everything together.
- 10 My conclusion includes a recommendation or a call to action.