

Checklist

Letter to the Editor

Use this checklist to be sure your assessments for the **Letter to the Editor** are complete.

- ☐ Did I state my opinion?
- ☐ Did I provide two pieces of support for my opinion?
- ☐ Did I summarize my opinion at the end?
- ☐ Did I choose words that portray a serious tone?
- ☐ Did I organize my thoughts?