1. Does the letter follow the format of the template? If not, explain.

2. Does the letter include ALL the required introductory information?

3. Does paragraph one contain an introduction to you, your thoughts about the issue, and your plans for taking action? What suggestions do you have this paragraph?

4. Does paragraph two contain factual information about the issue and your emotional response to it? What suggestions do you have this paragraph?

5. Does paragraph three address the recipient and ask questions or make suggestions about what they can do? What suggestions do you have this paragraph?
Letter Peer Revisions Handout

6. Does the letter include the appropriate closing? If not, explain.

7. Who is the letter addressed to?

8. Does the author show knowledge of and respect for the recipient? How?

9. What does the writer ask the recipient to do about the issue?

10. What is(are) the most powerful line(s) of the letter? Why?

11. What persuasive techniques does the writer use to make his/her point?

12. How can the writer make their letter more powerful?