

**STUDENT WRITING CHECKLIST
GRADE 2
FRIENDLY LETTER**

Use the checklist below to plan, write,
revise, and edit your friendly letter.

My letter :

- follows the friendly letter format.

Ideas and Content

- I stick to the main idea.
- I use interesting and important details.
- I use words that make the meaning clear.

Organization

- I tell things in an order that makes sense.
- I connect my ideas.
- I use the friendly letter format.

Voice

- I keep my audience and purpose in mind.
- My writing is interesting.

Word Choice

- I use describing words that create a picture.
- I use different words.

Sentence Fluency

- I write simple sentences.
- I begin my sentences in different ways.
- I use both long and short sentences.
- My paper sounds good when read aloud.

Conventions

- I use capital letters correctly.
- I use punctuation correctly.
- I spell words correctly.
- My paper is neatly written.