

**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.