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Revising a Letter			
One suggestion I have for the writer of this letter to consider is:			
Criteria for writing a Letter:	YES	SOME	NO
I. Was it clear who the letter was for?		0	0
2. Did the letter communicate a message?	0	0	0
3. Was the letter well organized with an introduction,	<u>-</u>	-	Ţ.
body and conclusion?	0	0	0
4. Did the introduction communicate the reason for the letter?	0	0	0
5. Did the conclusion summarize the information in the letter?	0	0	0
6. Was the closing good for this type of letter?	0	0	0
7. Did the author use some key words (e.g. Dear, Hello, Sincerely, Love)?	0	0	0
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