

Revise and Edit Checklist: Letter to Future Self

Revise and edit your letter using the following checklist, re-reading your letter for each item.

***DO NOT ERASE on your draft. I WANT TO SEE the changes.**

- _____ Audience and purpose clear (stated in 1st paragraph)
- _____ Paragraphs at least 6 sentences
- _____ Friendly letter format (see outline)
- _____ Sentence Variety: make sure that no two sentences in the same paragraph start with the same word.
- _____ Use a thesaurus to upgrade 5 words. Make sure they make sense. (Highlight PINK)
- _____ Look up at least 3 words in the dictionary to double-check your spelling. (Highlight BLUE)
- _____ Spelling
- _____ Punctuation
- _____ Capitalization
- _____ Grammar
- _____ Review your rubric. **DO NOT GRADE IT YET!** Just check to be sure that you do not need to do any additional revising or editing before you begin your final copy.

Now you're ready for your final copy:

Handwritten:

- Best handwriting
- Blue or black ink
- Front side only
- Indent each paragraph
- No mistakes- white out or start over

Typed:

- Size 12 standard font
- Black ink
- Double spaced
- Indent paragraphs

After completing your final copy: 1. Highlight required info (anything highlighted on draft gets highlighted on final copy) 2. Grade yourself with the rubric
3. Staple and turn in.