Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**{Checklist}: Letter to Incoming 5th grade Student**

Directions: Make sure that you have included all of the necessary components.

(Section #1)--

* Is my letter at least 3 paragraphs?
* Did I introduce myself in the 1st paragraph?
  + Did I include things such as: name, hobbies, favorite things, elementary school, and family?
* Did I talk about my favorite 5th grade experiences in the 2nd paragraph?
  + Did I talk about field trips, reward days, enrichment, related arts, and other things like that?
* Did I give some advice in the 3rd paragraph?
  + Did I give advice on things such as homework, organization, meeting new friends, etc.?
* Was I specific & detailed?
* Did I stay positive in my letter?

(Section #2)--

* Did I include the school address & date in the upper right hand corner?
* Did I write out the date? (Example: May 19, 2017)
* Did I include a greeting and place a comma after it? (Example: Dear Incoming 5th grade student, )
* Did I include a closing and place a comma after it? (Example: Sincerely, )
* Did I include my first & last name?
* Did I include my HR teacher?

(Section #3)--

* Did I proofread for spelling & grammar?
* Did I write neatly?