

PSA Pitch Letter EDITING CHECKLIST

CAPITALIZATION Writer Peer

* beginning of sentences
* proper nouns (names, months, places…)
* important words in a title
* I

PUNCTUATION

|  |  |  |
| --- | --- | --- |
| * end marks for every sentence |  |  |
| * wrote at least three paragraphs |  |  |
| * commas in a series |  |  |
| * commas with quotations |  |  |
| * separated city, state and day, year w commas * used colon after greeting/comma after closing | \_\_\_\_\_\_\_\_  \_\_\_ | \_\_\_\_\_\_\_\_ |

SPELLING

|  |  |  |
| --- | --- | --- |
| * check for correct there, their, they’re | \_\_\_ | \_\_\_ |
| check for correct to, too, two |  |  |
| * abbreviated ELA correctly |  |  |

WRITER

* used complete sentences
* Wrote own name above your complete address
* Followed block-paragraph format
* Included a persuasive fact/data
* Used Logos, ethos and/or pathos
* Deleted template heading and ***red*** directions
* Left a single space between paragraphs \_\_\_\_\_\_ \_\_\_\_\_\_\_

Read softly out loud, watching for errors. Don’t skim over errors.