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.