

REVISING LETTER GUIDELINES

- 1) In a different color pen or pencil directly on the first draft, check to make sure there is a date in the top left hand corner. If not, circle the space and write a note that tells them to write it in or if you are feeling generous, write it in.
- 2) The author should have skipped a line and written their full name. If she did not, write her a note that asks her to do this.
- 3) Directly under her name, she should have written her contact information. For the purpose of this letter, the contact information should look like this:
 - Home address
 - Home city, state and zip codeIf any part of this is missing, write a note that asks them to insert it.
- 4) The author should have skipped another line, then written in the name of the person or organization, she plans to send the letter to. If they did not do either of those things, write them a note that asks them to do them.
- 5) Under the person or organization's name should be the address of that person or organization. If it is not there, write the author a note that reminds them to place the address there.
- 6) The author should have skipped a line and written their greeting, Dear (and the person's name). If she did not do that, write them a note that asks them to insert it.
- 7) The author should have skipped one line and begun their first paragraph. If she did not, write her a note that asks her to do that.
- 8) In the first paragraph, make sure the author has included a brief statement of the problem/s she has been involved in, a brief explanation of the problem/s and how it is a problem/s, and at least one proposal for a solution. If they missed any of these, write them a note that asks them to include them.
- 9) In the first paragraph, make sure the author has introduced herself. If she did not, write her a note that asks her to include it and a suggestion for where it could best be placed.
- 10) In the first paragraph, check to make sure that all of the statements are clear and understandable. If they are not, write a note that explains what is unclear and ask good questions that might help the author to rephrase their statements.
- 11) In the first paragraph, check to make sure that they are using logic, reason, and emotion to persuade the reader. If they are not, write them a note that tells them they need to add it. If you are feeling generous, give suggestions for where they might insert it and what it might say.
- 12) In the first paragraph, make sure they have a closing sentence that wraps up the thoughts and ideas for that paragraph. If they do not, write them a note that tells them to put one in. Make a suggestion as to what they might write.
- 13) In the second paragraph, make sure the author has expanded/explained in detail the problem, including a connection to the Constitution, why it is a problem, and who it affects. If they did not do this, write them a note that tells them to do it and give them a suggestion as to how they should write it.
- 14) In the second paragraph, make sure they have at least 2 pieces of evidence from the readings/research, or their lecture notes that provide examples of the problem/s and that they have made clear how the evidence relates to the problem. Make sure they have written the page number and the source for each piece of evidence. If any of this is missing, write them a note that asks them to do whatever is missing. Give them a suggestion as to how to write it.
- 15) In the second paragraph, check to make sure that they are using logic, reason, and emotion to persuade the reader. If they are not, write them a note that tells them they need to add it. If you are feeling generous, give suggestions for where they might insert it and what it might say.
- 16) In the second paragraph, make sure they have a closing sentence that wraps up the ideas of that paragraph and leads the reader into the next idea. If they do not, write them a note that asks them to write that sentence. Give them a suggestion as to what to write.
- 17) In the third paragraph (closing paragraph), make sure the author has explained how they have gotten involved in their issue. They should restate the solution and explained how and why the solution would work. Lastly, they need to ask for a reply. If they did not do this, write them a note that tells them to do it and give them a suggestion as to how they could write it.
- 18) In the third paragraph, make sure they have at least 2 pieces of evidence from the readings/research or their lecture notes that serve as specific examples to outline the solution. Make sure they have written the page number and the source for each piece of evidence. If any of this is missing, write them a note that asks them to do whatever is missing. Give them a suggestion as to how to write it.
- 19) In the third paragraph, check to make sure that they are using logic, reason, and emotion to persuade the reader. If they are not, write them a note that tells them they need to add it. If you are feeling generous, give suggestions for where they might insert it and what it might say.
- 20) The author should have skipped one line after the third paragraph.
- 21) The author should have a farewell such as "Sincerely," or "Yours truly," then should have skipped three lines and typed her name. After printing the letter out, she should have signed between the farewell and her typed name.