

Letter TMAD	Name:	Group:
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Ideas: In a well-written letter like this the author(s) should ...	
• introduce themselves	
• introduce their purpose in writing	
• introduce the relevant points that will be made	
A	B
C	D

Organization: A well-written letter should include...	
• the current date, the writer's address, and an addressee	
• an introductory paragraph	
• at least one body paragraph (but likely 2-3)	
• a concluding paragraph	
• a thank you and a signature	
A	B
C	D

Conventions	0 errors	1-2	3-4	5-6	7+
Vocabulary					
Punctuation					
Grammar					
Syntax					
Spelling					
AA	A	B	C	D	