

Reading Response Letter Checklist

Use this checklist to make sure your reading response letter is polished and has all of the required parts before you give it to your reader.

Checklist

Paragraph 1:

- Title
- Genre
- Author

Paragraph 2:

- Summary of the book (setting, characters, plot)

Paragraph 3:

- Your thinking! Did you pick one juicy idea and go deep with your thinking?

Paragraph 4:

- Closing statement
- Question for your reader that relates to something you wrote
- Signature

Conventions

- Proper nouns (names of people, specific places, and things) are capitalized
- Comma after the greeting and closing
- Comma between the city and state in the address (Oakland, CA)
- Date: Comma in between the date and the year (May 25, 2017)
- Complete sentences (not fragments)
- Ending punctuation on all sentences
- Spell-check

Format

- Date
- Whether you indent each paragraph or not, this formatting is consistent
- Your words are held inside the margins neatly and consistently
- There is proper spacing in between the main parts and the paragraphs

Sample Closings:

Yours truly,
Love,
Your friend,
Regards,
Warm regards,
Gratefully,
Sincerely,
Faithfully,
Peace,