

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# 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,