

HO-7 Revision and Editing Questions

	Yes	No
Did I include enough interesting details?		
Do I need to explain anything better?		
Is my letter fun and interesting to read?		
Do I have the date of the letter?		
Do I have the greeting using the person's name or title?		
Do I have the body with details?		
Do I have the closing of the letter?		
Did I sign my name?		
Did I use correct punctuation?		
Did I use correct capital letters?		
Did I use correct spelling?		
Did I use correct spacing?		
Did I add anything extra to make my writing really special?		

Who helped you edit? _____

What is the biggest change you will make for your good copy?
