

# GAMR Letter Editing Check List Part 1

To be  
completed by  
**WRITER**

Writer's Name: \_\_\_\_\_ Hour: \_\_\_\_\_

How many paragraphs in D1? \_\_\_\_\_ How many sentences in D1? \_\_\_\_\_

How many paragraphs in D2? \_\_\_\_\_ How many sentences in D2? \_\_\_\_\_

**WRITER: Edit your own letter for the conventions below, and check each to indicate you have edited for it.**

My letter is formatted in block style, so it looks like this:

The diagram shows a letter in block style with the following text and labels:

- RETURN ADDRESS:** Central Junior High School  
400 N. Broadway  
Moore, OK 73160
- DATE:** September 20, 2011
- Greeting:** Dear Eighth Grade Students,
- BODY:** I typed my first paragraph flush left with the margin. It is not indented, and it has a space above it and a space below it.  
I typed my second paragraph flush left with the margin. It is not indented, and it has a space above it and a space below it.  
I typed my third paragraph flush left with the margin. It is not indented, and it has a space above it and a space below it.  
I typed my fourth paragraph flush left with the margin. It is not indented, and it has a space above it and a space below it.  
I typed my fifth paragraph flush left with the margin. It is not indented, and it has a space above it and a space below it.
- CLOSING:** Sincerely,
- FIRST NAME + LAST INITIAL ONLY:** John S.

I included each of the following in my letter:

- Return Address
- Date
- Greeting
- Body
- Closing
- First Name + Last Initial

I used a capital letter at the beginning of each sentence.

I used a capital letter at the beginning of proper nouns (e.g. Central Junior High School, Moore).

I used punctuation at the end of each sentence (periods, questions marks, etc.).

I circled and looked up words I was unsure how to spell.

# GAMR Letter Editing Check List Part 2

To be  
completed by  
**PARTNER**

Writer's Name: \_\_\_\_\_ Hour: \_\_\_\_\_

Partner's Name (Peer Editor): \_\_\_\_\_

**PEER EDITOR: Edit the writer's letter for the conventions below, and check each to indicate you have edited for it.**

- The writer's letter is formatted in block style, so it looks like this:

The diagram shows a letter with the following text and labels:

- RETURN ADDRESS:** Central Junior High School  
400 N. Broadway  
Moore, OK 73160
- DATE:** September 20, 2011
- Greeting:** Dear Eighth Grade Students,
- BODY:** I have typed my first paragraph flush left with the margin. It has a space above it and a space below it.  
I have typed my second paragraph flush left with the margin. It has a space above it and a space below it.  
I have typed my third paragraph flush left with the margin. It has a space above it and a space below it.  
I have typed my fourth paragraph flush left with the margin. It has a space above it and a space below it.  
I have typed my fifth paragraph flush left with the margin. It has a space above it and a space below it.
- CLOSING:** Sincerely,
- FIRST NAME + LAST INITIAL ONLY:** John S.

- The writer included each of the following in his or her letter:
- Return Address
  - Date
  - Greeting
  - Body
  - Closing
  - First Name + Last Initial
- The writer used a capital letter at the beginning of each sentence.
- The writer used a capital letter at the beginning of proper nouns (e.g. Central Junior High School, Moore).
- The writer used punctuation at the end of each sentence (periods, questions marks, etc.).
- I have circled any words I believe may be spelled incorrectly for the writer to look up.