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

**OPEN LETTER ESSAY COMMENT SHEET**

\*Highlighted aspects especially require revision

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| **Introduction*** Uses an effective lead-in that pulls readers into the essay
* Provides sufficient exposition (summary of issue and the different perspectives on it)
* Contains a clear thesis (what is your informed opinion on the issue, including a preview of your main points of support)

**Body Paragraphs*** Contains a clear topic sentence for each body paragraph
* Clearly presents information in a consistent organization best suited to the topic
* Contains adequate elaboration and support, with each aspect discussed and backed by secondary sources
* Uses transitions to link sentences and paragraphs
* Flows smoothly from one idea to the next and keeps reader engaged
* Links evidence back to thesis

**Conclusion*** Clearly summarizes the thesis and main points of the essay
* Ends with a thought-provoking statement to keep readers thinking

 **Engaging Voice*** Speaks knowledgably and passionately
* Maintains a consistent persuasive tone throughout letter
* Choice of words are clear, descriptive and accurate
* Diction and sentence fluency are excellent

**Grammar/Conventions/Organization*** Sentence structure (no fragments/run-ons) and variety
* Spelling, punctuation, capitalization
* Verb Tenses/Agreement
* Concise, not wordy

**Attention to Directions*** Letter is in response to a current civic, social, or political issue in the news that is first concisely summarized/explained
* Clearly presents your informed opinion(s) on the issue
* Three or more excellent points are made to articulate your opinion, using adequate support from at least three acceptable secondary sources
* Provides a fair and detailed analysis/critique of the issue
* Offers realistic solutions on how to address the issue and encourage change
* Is highly persuasive, with a strong sense of audience
* Contains a bibliography of at least 3 acceptable secondary sources
* Contains parenthetical citations of these sources within the body paragraphs

**Attention to Format** * 3-4 pages in length (typed, double-spaced)
* 1 inch margins all around (top, bottom, left, and right)
* Times New Roman 12 pt. font
* Heading and Title
* Bibliography
* Correct citation format
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**GRADE** \_\_\_\_\_\_

**Additional Comments:**

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