**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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