**Argumentative Letter Revising and Editing Guidelines**

**Organization**

* Is the writing formatted as a letter? If not, what needs to be changed?
* What makes the introduction catchy? How can it be better?
* What is the thesis, opinion, or claim?
	+ Is the claim clear? If not, what can be done to make it focused?
	+ Is the claim wordy? If it is, what can be done to make it short and to the point?
* Are there multiple body paragraphs?
* What is the argument in the first body paragraph?
	+ Is it given in the paragraph’s topic sentence? If not, what should the topic sentence be?
* What is the argument in the second body paragraph?
	+ Is it given in the paragraph’s topic sentence? If not, what should the topic sentence be?
* (What is the argument in the third/fourth body paragraph?
	+ Is it given in the paragraph’s topic sentence? If not, what should the topic sentence be?)
* Circle all transitional words and phrases. Are there enough transitions to connect the ideas and examples? If not, where are transitions needed?
* Does the claim reappear in the conclusion? If not, where should it be added?
* What is the memorable statement in the conclusion? Should it be revised?

**Focus and Content**

* Does the letter remain focused on the thesis, opinion, or claim?
* Are the arguments strong? If not, what should be revised?
* Is the word choice appropriate for the audience?
* Does the writer come across as fair, knowledgeable, and trustworthy? Where? How?
If not, what should be added or revised?
* Is the writer considerate of the audience’s counterarguments? Where? If not, what should be added or revised?
* Does the writer give enough convincing details, examples, facts, and statistics? Where? If not, what should be added or revised?
* (Optional) Does the writer involve the readers’ emotions? How?
* Does the writer address opposing viewpoints/counterarguments? Where? If not, what should be added or revised?

**Style**

* Does the letter use precise language? Is the writing concise?
* Does the letter include varied sentence structure? If not, what should be revised?
* Does the letter include weak words or phrases (e.g., “maybe”) that need to be revised? Where does powerful language need to be added?

**Conventions**

* On the letter, mark all errors in sentence structure, grammar, usage, spelling, and punctuation.