

Name _____

Date _____

Criteria sheet for a Letter of Complaint

	Below	Expected	Above
Structure			
Name and address of the recipient	Forgot to include	Included	All details correctly included
Date	Forgot to include	Included	All details correctly included
Salutation	Forgot to include	Included	All details correctly included
Reference	Forgot to include	Included	All details correctly included
Paragraphs -reason for the letter -facts about the situation - what you want to happen	Forgot to include Forgot to include Forgot to include	Included Included Included	All details correctly included All details correctly included All details correctly included
Closing (name and signature and address of the sender)	Forgot to include	Included	All details correctly included
Technical language			
Paragraphs	Forgot to write in paragraphs	Wrote in paragraphs that followed the structure logically	Wrote in logical paragraphs that clearly expressed the purpose of the letter
Punctuation	Number of errors greatly detracted from the work	3-5 errors	0 -2 errors
Spelling	Number of errors greatly detracted from the work	3-5 errors	0 –2 errors
Sentence construction	Sentences were often incomplete and did not show variety	A range of sentences was used (simple, compound complex)	Sentences were clearly written using a variety of structures (simple, compound, complex)
What you did well...			
A tip for next time....			

Signed _____