**Writing Evaluation Letter**

**~ Ms. Diehl -**

**Assignment:**

Over the past months we have been studying stylistic analysis, or more specifically, how an author writes their story. Before we begin writing another essay, it is critical that you reflect on your writing experience. Being able to identify your strengths and the areas of growth needed in order to make the writing process easier for you is the first step to becoming a better writer. You will compose a letter, written in MLA business letter format, that discusses what you learned about yourself as a writer through this process and targets where you would like to be by the end of the year. Please see the prompt below, which will give you exact details as to how the letter should be formatted.

**Purpose:** To write a reflective letter that will help you continue to grow as a writer.

**The Letter:**

Your letter will be five paragraphs in length and will be structured as follows:

**Paragraph One:** Introduce yourself. This is where you will discuss your experience with writing essays, how you feel about writing, what your fears may be, and what your experience with writing entails.

**Paragraph Two:** Talk about this specific essay. What do you like about it? What works well? How much work did you have to put into the final product? How much time did it take you to organize your thoughts and then begin to actually write the essay?

**Paragraph Three:** While this was an in-class essay, what pre-writing strategies did you employ? Do graphic organizers or outlines work well for you? What would you like to see in the future as we begin our synthesis essay? After you reviewed the feedback from me, what was it that you needed to focus on? Did you recognize your errors after reading the feedback? Did you like the opportunity to revise?

**Paragraph Four:** What would you like to improve as a writer? For example, would you like to expand your academic vocabulary, strengthen your transitions, or work on your sentence structure? Maybe you would like to begin including modifiers, such as adjectives and adverbs to bring your writing to life, or work on tenses (keeping things in present tense to be specific)? Once you identify your targeted area of growth, how are you going to get there? Will you write more often, read every night so that good writing is modeled for you? You may want to complete just one or two more final drafts so that the final, published product is error-free? This is your “goal” piece.

**Paragraph Five:** This is where you answer the following question: What makes a good writer? What steps are necessary in the writing process in order for a piece of writing to be good? What will you do to become an “academic, skilled, confident writer?” What tools do you need in order to achieve this goal?

**Your Grade:** You will be graded on the content of your letter (70 points) as well as on your grammar, vocabulary, and spelling (30 points). Make sure to answer all of the questions asked of you and edit your rough draft to ensure that your final, published draft is error-free.

Your Return Address (no abbreviations for Street, Avenue, etc.)  
Your City, YO [your two letter state abbreviation] zip  
Date (write out either like June 4, 2004 or 4 June 2004)

Kelley Diehl   
17555 Tuolumne Rd.  
Tuolumne, Ca 95379

Dear Ms. Diehl: [note the colon]

**Paragraph One:** Introduce yourself. This is where you will discuss your experience with writing essays, how you feel about writing, what your fears may be, and whether or not you have been taught how to write essays.

**Paragraph Two:** Talk about this specific essay. What do you like about it? What works well? How much work did you have to put into the final product? How much time did it take you to organize your thoughts and then begin to actually write the essay?

**Paragraph Three:** While this was an in-class essay, what pre-writing strategies did you employ? Do graphic organizers or outlines work well for you? What would you like to see in the future as we begin our synthesis essay?

**Paragraph Four:** What would you like to improve as a writer? For example, would you like to expand your academic vocabulary, strengthen your transitions, or work on your sentence structure? Maybe you would like to begin including modifiers, such as adjectives and adverbs to bring your writing to life, or work on tenses? Once you identify your targeted area of growth, how are you going to get there? Will you write more often, read every night so that good writing is modeled for you? You may want to complete just one or two more final drafts so that the final, published product is error-free? This is your “goal” piece.

**Paragraph Five:** This is where you answer the following question: What makes a good writer? What steps are necessary in the writing process in order for a piece of writing to be good? What will you do to become an “academic, skilled, confident writer”? What tools do you need in order to achieve this goal?

Sincerely yours,

{four spaces so that your signature may appear here}

Sally Student