Assignment # 4- Letter to Obama

As part of the revision process, two students will review your assignment and provide feedback. As appropriate, please incorporate the feedback and submit your revised assignment on 4/15 or 4/16.

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| **Criteria** | **Yes or No?** | **Examples or Comments** |
| In the first paragraph, the author introduced him/herself and the topic to the reader. |  |  |
| The author selected an appropriate topic for issue #1 and thoroughly explained the issue. |  |  |
| The author provided a clear, realistic, and compelling recommendation to improve issue #1. |  |  |
| The author selected an appropriate topic for issue #2 and thoroughly explained the issue. |  |  |
| The author provided a clear, realistic, and compelling recommendation to improve issue #2. |  |  |
| The author selected an appropriate topic for issue #3 and thoroughly explained the issue. |  |  |
| The author provided a clear, realistic, and compelling recommendation to improve issue #3. |  |  |
| The author selected an appropriate topic for issue #4 and thoroughly explained the issue. |  |  |
| The author provided a clear, realistic, and compelling recommendation to improve issue #4. |  |  |
| The tone of the letter is formal and appropriate for the intended audience. |  |  |
| The author used the appropriate business letter format. |  |  |