

Business Letter Peer Response Form

Writer's name: _____ Peer's name: _____

Directions

1. Read your draft aloud to your peer.
2. Allow your peer to skim your letter for correct business letter format.
3. Use this form to ask your peer the following questions about your letter.
4. Take notes on what your peer says about how you can improve your draft.
5. After you have completed this form, use a colored pencil to make necessary revisions based on your peer's comments.

a. Do I have all six parts of the business letter, and are all six parts correctly punctuated?

Heading	Yes	No
Inside Address	Yes	No
Greeting	Yes	No
Body	Yes	No
Closing	Yes	No
Signature	Yes	No

b. Is my letter correctly formatted on the page? How could I improve formatting?

c. Who is the audience of my letter? Am I respectful to my audience? In what ways?

d. What is the purpose of my letter? How could I clarify my purpose?

Business Letter Peer Response Form *(cont.)*

e. What are the three support reasons of my letter? Do these reasons support my purpose for writing? Explain. _____

f. What is my desired course of action from the audience? How could I make the desired course of action more clear? _____

g. Do you predict that my audience will be persuaded by this letter? Why or why not?
