**Checklist writing**

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| --- | --- |
| **Check** | **Used correctly? If so, tick the box. If not, write down the mistake.** |
| Address(es) |  |
| Date |  |
| Salutation |  |
| Closing |  |
| Use of paragraphs |  |
| Use of contractions |  |
| Use of capitals (month, capital I, beginning of sentence) |  |
| Content |  |
| Number of words |  |
| Grammar |  |
| Vocabulary  (incl. formal- informal) |  |
| Spelling / punctuation |  |