

**\*\*GCSE Letter Writing Assessment Criteria Template\*\***

**\*\*1. Content and Structure\*\***

- Clear purpose and audience
- Relevant information and details
- Logical organization of ideas

**\*\*2. Language and Style\*\***

- Appropriate tone for the audience
- Use of varied vocabulary
- Sentence structure variety

**\*\*3. Grammar, Punctuation, and Spelling\*\***

- Correct grammar usage
- Appropriate punctuation
- Accurate spelling throughout

**\*\*4. Cohesion and Coherence\*\***

- Use of paragraphs to structure the letter
- Effective use of linking words and phrases
- Clarity and flow of ideas

**\*\*5. Personal Touch / Engagement\*\***

- Personal reflections or experiences included
- Engaging opening and closing remarks

**\*\*6. Adherence to Format\*\***

- Proper letter format (address, date, salutation, closing)
- Length of the letter meets the requirements