

Grading letters according to MLA format

1. Don't leave anything out (one point per line listed here):

Your name
Your address
Your city, state zip
Date—Make sure it's the date DUE!

Sent to name
Sent to address
Sent to city, state zip

Salutation

Body

Body

Closing

Your name

The rest of the directions are worth one point each:

13. Follow the template for *order* of information.
14. Single-space document. This is the only type of writing you do for me that is single-spaced!
15. Double-space between items.
16. Use one-inch margins.
17. Use left alignment. (Left justify.) There are NO indents in a business letter.
18. Use Times New Roman 12.
19. Hit "enter" FOUR times after the closing and before your name.
20. Sign your name.