

Red	Circle any words that require a capital letter in red. If there are any missing or in the wrong place, edit them now!
Orange	Circle any examples of ending punctuation, such as full stops, exclamation marks and question marks. Add in any that are missing.
Yellow	Underline any examples of time conjunctions to show that you have ordered the contents of your letter appropriately.
Green	Underline any examples of formal language that you have used - this could include the opening and closing of your letter!
Blue	Underline examples of negative synonyms and other formal piece of description—have you used the best quality adjective that you could? Can you think of a more formal example?
Purple	Circle any words that you think you may have misspelled and correct them - use a dictionary to help if you are unsure.