

writing checklist

Name: _____ Date: _____

Directions: Use the following checklist as you are in the process of "Revising" and "Editing" your work. This checklist will help improve your writing by going over ways in which to make your writing better and correct your grammar. Good luck on your writing adventure!



CATEGORY	RESPONSIBILITIES
Capitalization	<input type="checkbox"/> I capitalize proper nouns, like the names of people, pets, and places. <input type="checkbox"/> I capitalize the pronoun "I". <input type="checkbox"/> I capitalize important words in a title. <input type="checkbox"/> I capitalize the first word of a sentence.
Conventions	<input type="checkbox"/> My handwriting is neat. <input type="checkbox"/> I leave a finger space between my words. <input type="checkbox"/> My sentences begin in different ways. <input type="checkbox"/> My sentences are complete. <input type="checkbox"/> My story makes sense.
Ideas	<input type="checkbox"/> I use brainstorming and a concept map or outline to create and organize my ideas. <input type="checkbox"/> I describe where my story takes place. <input type="checkbox"/> I describe what the characters look like. <input type="checkbox"/> I describe what the characters feel. <input type="checkbox"/> My story has a beginning, middle, and end. <input type="checkbox"/> My introduction is exciting and inviting. <input type="checkbox"/> I have a satisfying conclusion. <input type="checkbox"/> I have listened to suggestions from the teacher or peer writers.
Punctuation	<input type="checkbox"/> I use a period at the end of each sentence. <input type="checkbox"/> I use a question mark at the end of each question. <input type="checkbox"/> I use commas between words in a list.
Word Use	<input type="checkbox"/> I use reference materials to spell words I don't know.

