**Writer’s Checklist**

# (6) Word Choice

1. Are you using strong verbs to show how actions are performed?
2. Are you using adjectives and adverbs to make your writing more specific?
3. Have you included any memorable words or phrases?
4. Are you using words that are correct and accurate?
5. Is your language appropriate to your purpose and your audience?

# (5) Sentence Fluency

* 1. Do your sentences have different beginnings?
  2. Do your sentences have different lengths and structures?
  3. Is your writing easy to read with expression?
  4. Does your piece sound good when you read it out loud?
  5. Are your sentences constructed so they’re easy to understand?
  6. Are you using any “sound” effects? (Not Required)

# (4) Conventions

* + 1. Have you used “outside” punctuation to show where ideas begin and end?
    2. Have you used “inside” punctuation to show where parts of sentences begin and end?
    3. Have you capitalized the beginnings of sentences, the word “I”, names, places, and things that are one of a kind?
    4. Have you used paragraphs to group related ideas and to highlight the organizational structure of your piece?
    5. Have you spelled words correctly?
    6. Is your grammar appropriate for your purpose and audience?

# (3) Organization

* + - 1. What will catch your audience’s attention at the beginning

and make them want to read more?

* + - 1. What will make your piece feel finished and give your audience something to think about?
      2. Are the par ts of your piece arranged in the best order?
      3. Are you spending the right amount of time on each part?
      4. Is your piece easy to follow from part to part?

# (2) Ideas

* + - * 1. What’s the one most important thing you want your audience to know?
        2. What interesting “key” details have you included to help your audience “unlock” your main idea?
        3. Have you included any “showing” details?
        4. Why did you write this?
        5. Have you included anything surprising or unusual? (Not Required)

# Voice

1. Why do you care about this topic?
2. Do you know enough about it to have personal opinions?
3. What are your strongest feelings about it?
4. What honest statements can you make?
5. Who is your audience?
6. What questions do they want you to answer?