Writer’s Checklist

Ideas

* My main idea (i.e. the most important thing I want my audience to know) is easy to see and understand
* I’ve included several key details to help my audience unlock my main idea
* I have included both telling and showing details
* I have achieved my purpose for writing this
* I have included surprising, unusual or memorable details (not required)

**Word Choice**

* I used strong verbs to show how actions are performed
* I used necessary and relevant adjectives to show how things look
* I used necessary and relevant adjectives to show how actions look
* I used memorable words and phrases
* I used correct, accurate, and precise words
* I used language that is appropriate for my purpose and audience

Sentence Fluency

* My sentences have different beginnings
* My sentences have different lengths
* My sentences have different structures (simple, compound, complex)
* My sentences are easy to understand
* My writing is easy to read with expression and sounds good when read aloud

Conventions

* I’ve used “outside” punctuation to show where ideas begin and end
* I’ve use “inside” punctuation to show where sentence parts begin and end
* I’ve capitalized the beginnings of sentences, proper nouns, “I’s, and things that are one-of-a-kind
* I have looked up any words I am unsure how to spell to make sure they are spelled correctly
* I have used the same tense (past, present, or future) throughout my piece
* My grammar makes my writing easy for my reader to understand

Organization

* The parts of my piece are arranged in the most logical order
* The right amount of time is spent on each part of the piece
* My piece is easy to follow and understand from part to part
* I have used paragraphs to group related ideas together
* My beginning…
  + Catches my audience’s attention and makes them want to read more
  + Gives a hint as to what my piece is about
* My middle…
  + Includes enough details to help readers understand my idea
  + Provides enough information that readers will not have any important questions
* My ending…
  + Reinforces my main idea
  + Gives my readers something important to think about

Voice

* It is easy to see that I am passionate about this topic
* It is easy to see that I am knowledgeable about this topic
* My audience will be able to relate to the information I’ve shared

Informal Writing Only

* My audience will get to know me (or my characters) through my writing
* I have included my (or my characters’) feelings about my topic
* I have included my (or my characters’) thoughts about my topic