

# OUR WRITING CHECKLIST

## PROCESS

- Planning - web, cluster, list, story map
  - Drafting - creating a rough draft
  - Revision - editing
  - Peer Edit - when help is O.K.
  - Final Copy - creating a final draft
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CHECK THE FOLLOWING BEFORE AND AFTER YOUR FINAL COPY!!!!

## CONVENTIONS

- Margins
- Indent
- Punctuation – caps, ending, commas, etc.
- Word choice correct
- Spelling check
- Handwriting
- Neatness - Error Free

## ORGANIZATION

- Followed Directions
- Topic Sentence
- Key Idea Sentences
- Explain Sentences
- Conclusion
- Vary sentence structure
- Show, not tell strategies
- Fluent and organized
- Required length