



TOOL // Writing Checklist

What is it used for?

The tool provides students with a checklist to complete before sending their writing to the printer to be printed.

How do you use it?

Each student is given the half sheet checklist to use when they feel they have completed their writing on a computer and want to send it to print. Students are asked to attach the checklist to their writing once it is printed off. Students are held accountable for the checklist. If a student prints off a piece of writing that is obviously missing a key item they checked (i.e. missing capitals or spelling errors that spellcheck would have caught) they must then rewrite it by hand making the correction.

Writing Checklist

Name: _____

Before I print, do I have:

- 1) An opening sentence that introduces the topic of each paragraph? _____
- 2) Closing sentences for each paragraph that relate to your opening and sum up the paragraph? _____
- 3) **At least three** sentences between your opening and closing sentences?

- 4) Details that effectively support my topic sentence? _____
- 5) Capitals on all words that require them? _____
- 6) Proper punctuation? _____
- 7) Used Spell Check? _____
- 8) Indented paragraphs _____
- 9) Writing that makes sense? _____

Writing Checklist

Name: _____

Before I print, do I have:

- 1) An opening sentence that introduces the topic of each paragraph? _____
- 2) Closing sentences for each paragraph that relate to your opening and sum up the paragraph? _____
- 3) **At least three** sentences between your opening and closing sentences?

- 4) Details that effectively support my topic sentence? _____
- 5) Capitals on all words that require them? _____
- 6) Proper punctuation? _____
- 7) Used Spell Check? _____
- 8) Indented paragraphs _____
- 9) Writing that makes sense? _____