

## Writer's Checklist

**Before handing in my writing, I will check for the following:**

- My name, the date and title are on my piece of writing.
- I have used dialogue in my story (it should be about 25-50% of your story)
- My dialogue has all four components – who said it, how they said it, what they said, and what they were doing
- When I use dialogue, I have used proper punctuation and paragraphed properly.
- I have at least one descriptive paragraph that is at least five to ten sentence long
- I have indented paragraphs, double-spaced my work and my left and right margins are straight.
- I have capitalized the beginning of all sentences and proper nouns.
- Each of my sentences end with some form of punctuation and all other punctuation is used correctly.
- Each sentence is a complete thought and free of run-ons and sentence fragments.
- All finished work is neat and my writing is legible (font and colour).
- I have used the same tense throughout my piece of writing.
- I have used first and third person consistently throughout my writing.
- I have proofread my writing twice, including reading it aloud, to ensure it makes sense.
- I have used strong verbs and descriptive adjectives to enhanced my word choice.
- I searched my work to replace any overused words