

Using the Writing Checklist: A Guide for Students

1. Prewriting:

- I have thought about all the elements I want to include in my writing.
- I brainstormed ideas for my writing using concept mapping or a similar method.
- I made a plan for how the parts of my writing will fit together.

2. Drafting:

- I wrote a rough draft including all of the ideas I brainstormed and anything else I thought of while I was writing that might be important.

3. Revising:

- I checked that my writing makes sense.
- I read my writing in a student reading conference.
- I listened to my peers' suggestions and used those I thought would improve my writing.
- I made at least one change in my draft, taking special care to remove ideas and statements that are not relevant or important.

4. Editing:

- I proofread my work to make sure I used capital letters to begin names and sentences.
- I checked to make sure that I used the right punctuation and that every sentence ends with a period or a question mark.
- I proofread my work for correct spelling.
- If I wrote using a computer, I used the spell-checking and grammar-checking programs to alert me to possible mistakes.
- I exchanged my work with another student for a final reading.

5. Publishing:

- I produced my final draft of the text.
- I illustrated my final draft in any way that was necessary or useful.
- I made my writing available to an audience.