

Name: \_\_\_\_\_

**I. DRAFTING CHECKLIST: Finish by** \_\_\_\_\_

\_\_\_ I brainstormed for ideas using an outline/graphic organizer/note cards.

\_\_\_ I completed my "RAFT and Rubric" sheet for my writing task.

\_\_\_ My thesis/theme/central idea/main point/message/lesson of my writing piece is:

\_\_\_\_\_

\_\_\_ I wrote enough to meet the word count requirement.

\_\_\_ I wrote all I have to say on this topic - for now.

\_\_\_ I am comfortable sharing this with others.

**II. REVISION CHECKLIST: Finish by** \_\_\_\_\_

\_\_\_ I added more details to paint pictures with words.

\_\_\_ I moved sentences/paragraphs so my ideas and sentences flow better and are easier to follow.

\_\_\_ I took out unnecessary or repetitive parts.

\_\_\_ I will organize my essay/story with this structure (circle one):

Cause & Effect

Chronological

Classification/Category

Compare & Contrast

Problem & Solution

Other: \_\_\_\_\_

\_\_\_ I incorporated suggestions (not about grammar!) made by my peer #1 \_\_\_\_\_ (full name).

Changes made: \_\_\_\_\_

\_\_\_ I incorporated suggestions (not about grammar!) made by my peer #2 \_\_\_\_\_ (full name).

Changes made: \_\_\_\_\_

\_\_\_ I rewrote some of my sentences so they start with different words.

\_\_\_ I rewrote some of my sentences so they are different lengths - long, medium, short.

\_\_\_ My word choices are **not** repetitive.

**III. EDITING CHECKLIST: Finish by \_\_\_\_\_**

- \_\_\_ I checked for proper capitalization.
- \_\_\_ I checked for correct homophones (e.g., their/they're/there, its/it's, new/knew, etc.).
- \_\_\_ I checked my punctuation (e.g., commas, periods, hyphens, quotation marks, etc.).
- \_\_\_ I checked my spelling.
- \_\_\_ Two peers proofread my paper for grammatical errors: (1) \_\_\_\_\_ and  
(2) \_\_\_\_\_ (full names).
- \_\_\_ The title of my essay/story is: \_\_\_\_\_
- \_\_\_ I used 12 pt. academic font.
- \_\_\_ I checked that the margins are 1" all around (top, bottom, left, right).
- \_\_\_ I used an indentation before each paragraph.
- \_\_\_ My paper is double-spaced.
- \_\_\_ There are no extra blank lines or "empty space" between my paragraphs.
- \_\_\_ I wrote the complete heading at the top of the paper (left- or right-hand side).
- \_\_\_ Below the heading, the title of my essay/story is centered.
- \_\_\_ My FINAL printed copy is clean and neat.

\* \* \* \* \*

I, \_\_\_\_\_, declare that this is my BEST EFFORT and I am PROUD to publish it.

*Your Signature:* \_\_\_\_\_

*Date published:* \_\_\_\_\_

***NOW YOU ARE READY TO SUBMIT  
YOUR FINAL PRINTED COPY along with this sheet.***