

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
Compare & Contrast

Chronological
Problem & Solution

Classification/Category
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.***