

CHECKLIST FOR WRITERS
End-of-Course
2017 English Standards of Learning

CHECKLIST FOR WRITERS

- I planned my response before writing.

- I revised my response to be sure that
 - the introduction to my response is interesting and prepares the reader for the topic;
 - my thesis is supported with specific information and examples that illustrate my central idea, purpose, or position;
 - the content of my response relates to my thesis;
 - when appropriate, my response includes a call to action or solution, analyzes misconceptions, or addresses counterclaims;
 - my response maintains a consistent point of view and uses effective, purposeful transitions to connect ideas;
 - my response is organized in a logical manner;
 - my sentences are varied and read smoothly;
 - my word choice develops my purpose, voice, and tone; and
 - the closure to my response brings my ideas together without restating them.

- I edited my response to be sure that
 - standard grammar is used;
 - words are spelled correctly and capitalized when appropriate;
 - sentences are constructed and punctuated correctly; and
 - paragraphs are clearly indicated.

- I reviewed my response to be certain that it accurately reflects my intentions.