

# Student Writing Checklist

**ARRR**

**(Add, Rearrange, Remove, & Replace)**

Use this check list to edit and evaluate your writing & your friend's writing. Don't just check for spelling & capitalization! REVISE it!!

| OK | Needs work | Checklist   |
|----|------------|---|
|    |            | <b>Indented</b> paragraphs (5 spaces from left side) or use tab button  |
|    |            | <b>Capitalizations</b> for beginning sentences & all names-proper nouns   |
|    |            | Punctuation for each sentence - end marks   |
|    |            | Did I write about the topic? Did you stick to your <b>topic</b> ? What is it asking me to do?   |
|    |            | Is my writing <b>organized</b> ?  |
|    |            | <b>7-up sentence</b> (7 or more words per sentence) NO BABY SENTENCES!  |
|    |            | Do you have at least <b>7 sentences per paragraph</b> for your bing, bang, & bong.  |
|    |            | Rich vocabulary words – <b>synonyms</b> -make several changes   |
|    |            | <b>Introduction:</b> Is there a hook at the beginning? Ask a ?, use adjectives to describe/ make a quote or an outrageous statement. Use an effective introduction. Is it catchy? Need at least 4 sentences: a hook, a topic sentence, & combine 3 subtopics. |
|    |            | Did I write in <b>complete sentences</b> & paragraphs? Check for <b>run-ons &amp; fragments</b> .   |
|    |            | Did I give 3 or more supporting details for each (subtopic) paragraph. Bing, Bang, Bong   |
|    |            | <b>Neat</b> or messy-is it handwritten or typed? Are they typos?  |
|    |            | Does it make <b>sense</b> ? Does it flow w/ beginning, middle, and an end?  |
|    |            | Uses <b>transitions</b> words at the beginning of each paragraph to link or join.   |
|    |            | Did I use proper spacing between words and sentences? 2 spaces after end mark.  |
|    |            | Did I use the wrong <b>homonyms</b> ? Check they're/there/their,  |
|    |            | Are there 5 paragraphs? Introduction, bing, bang, bong, & conclusion  |
|    |            | Did you use a thesaurus? Replace words for clearer expressions or details.  |
|    |            | Is the proper format followed? <i>14 Font- double spaced New Times Roman/Calibri/Ariel</i>  |
|    |            | Check your 5 senses and add details: touch, see, hear, taste, & smell.  |
|    |            | Check you <b>Subject &amp; Verbs</b> to see if they agree with tense & singular/plural  |
|    |            | Did you add any <b>prepositional</b> phrases, appositives, literary techniques like: metaphor, similies, hyperboles, & personification?   |
|    |            | Check your <b>verbs</b> ? Are they <b>powerful</b> ?  |
|    |            | Check your <b>dead words</b> , did you use said/got/went/ etc. a lot?   |
|    |            | Add details with <b>adjectives</b> & adverbs  |
|    |            | Check the 1 <sup>st</sup> four words of each paragraph, do they all start the same?   |
|    |            | Look at your sentence structure: do you have S, CD, CX1, CX2, CD-CX types of sentences?   |
|    |            | Did you use conjunctions correctly? Put your finger on the conjunction & check each. side.  |
|    |            | Commas for dates, series of items, appositives, before conjunctions w/ 2 complete sentences. Check for comma splices.   |
|    |            | Did you use too many <b>pronouns</b> ? Try not to use I.  |
|    |            | <b>Tense:</b> don't just write in past tense, change it to present tense and put the reader there in the story.   |
|    |            | Did you <b>zoom</b> in with your camera and give more details? Use binoculars too.  |
|    |            | did you spell out number words 0-20?  |
|    |            | Did you use any contractions? If so change them.  |
|    |            | Did you use slang?  |
|    |            | Did you use dialogue and use "quotes" properly?   |
|    |            | Did you start w/ "My name is..." or "I am going to tell you about"...? If so get rid of it!   |
|    |            | If this is <b>persuasive</b> , did I try to convince my reader and state what I what them to do?  |
|    |            | Is this paper on target for my audience that I am writing to? Who? Kids vs. adults  |
|    |            | Ask? Why? When? How? Where? What kind? If it is not clear in the story.   |
|    |            | Did you read it <b>out loud</b> to yourself? No one is going to think you are crazy!!!  |
|    |            | Did I write a <b>conclusion</b> ? Thesis statement! Restate your topic sentence   |
|    |            | Did you <b>save</b> your work to the <b>H drive</b> and name it?  |

This paper belongs to \_\_\_\_\_ Edited by \_\_\_\_\_