

## Checklist for Evaluating Writing

### Tracy Derrell

Checklists can be a great tool to use during the writing process. Go back to your draft and reread it. Then, go through the checklist, reviewing each element one by one. This checklist was developed in conjunction with the rubric, so you will notice that all of the focus areas are the same.

#### 1) IDEAS:

Are your ideas interesting, original, and meaningful to you?  YES  NO  
If your response is no, ask yourself if you can refine your ideas. Writing about ideas and events that mean something to you will result in a much stronger finished piece than writing about something that you really aren't invested in.

#### 2) USE OF DETAIL:

Do you have lots of vivid, lively details?  YES  NO  
If your response is no, reread from someone else's perspective, someone without your knowledge of the story. What questions would they have as they read? These are usually great places to put in additional details.

#### 3) CAPITALIZATION:

Did you use capitals properly?  YES  NO  
If your response is no, you may need to revisit some of the materials you studied earlier. In general, only proper nouns get capital letters. This includes names of specific people, places, and things.

#### 4) SENTENCE FLUENCY:

Did you vary the lengths of your sentences and vary the words you used to begin your sentences?  YES  NO  
If no, reread your paper sentence by sentence. A lengthy sentence can often be broken into two or more sentences. Shorter sentences can often be combined. If you see yourself relying on the same word too often to begin a sentence, think about using synonyms and/or reorganizing sentences.

#### 5) ORGANIZATION:

Does your draft have a clear introduction, body, and conclusion and follow a logical sequence?  YES  NO  
If no, you may need to return to any prewriting work to see where you can improve the organization. Or you may have a clear organization that you didn't break into paragraphs, which is relatively easy to fix.

#### 6) EVIDENCE OF PROOFREADING:

Does your proofread paper LOOK like it was proofread?  YES  NO  
If no, revisit your work, and think about asking a friend or family member to look also. Sometimes the most obvious errors are the easiest ones to overlook.