

Writing Mechanics Checklist

Instructions

1. Use the checklist below to check your own writing.
2. Next, exchange papers with another student. Go through the checklist together. Ask each other questions when you don't understand something about the writing. Use the directions in the checklist to mark your papers together to show where you think changes are needed.
3. Get feedback from your teacher on the changes you plan to make.
4. Rewrite your own paper again, making any necessary changes.

Checklist

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| | a) At the top of the paper, I can see: <ul style="list-style-type: none">• The title of the paper, in title case (all important words begin with a capital letter).• The author's name.• The date. |
| | b) If there is more than one page, there are page numbers at the bottom of all pages. |
| | c) Paragraphs: The first line of every paragraph is indented. |
| | d) All sentences: <ul style="list-style-type: none">• Begin with a capital letter.• End with correct punctuation (period, question mark, etc.). |
| | e) Spelling: Circle any words that don't look right. Use a dictionary to check the spelling. |
| | f) Does each sentence "sound" right? Read it aloud and add missing words or letters as needed. |
| | g) Can you understand each sentence? Put a question mark next to anything you can't understand. Ask the writer to explain it. If this part of the writing is not clear, how will you change it? |

Comments and Questions

Write something you like about this paper:

Write any other questions you may have about this paper:
