**Use this check list to proof your writing. Check the box to the right when you have completed each one.**

|  |  |
| --- | --- |
| I have circled words that I think are misspelled |  |
| I have tried to correct words that are misspelled |  |
| I used proper punctuation in my contractions (won’t, isn’t can’t, aren’t etc…) |  |
| I have used the correct homophone (there, their, they’re, to, two, too etc…) |  |
| All my sentences have the proper ending punctuation |  |
| I used commas for transitions, pauses, and lists |  |
| If I used dialogue, I included quotation marks (“) around the exact words of a speaker |  |
| I capitalized all proper nouns and place names, the pronoun “I”, and the first letter of each  sentence |  |
| My sentences are complete; there are no fragments |  |
| I have checked for run-on sentences and corrected those I found |  |
| I have used paragraphing to help my story flow |  |
| I have used the same verb tense throughout my piece |  |
| I have read my piece quietly aloud to myself and made sure that there are no words missing |  |

|  |  |
| --- | --- |
| I have checked my story to make sure it has all five pieces of the story arc (plot diagram). |  |
| I have included proper narration throughout my story highlighted/underlined |  |
| I have included interior monologue and/or dialogue highlighted/underlined in my story |  |
| I have included detailed description at key points in my story highlighted/underlined |  |
| I have included exposition throughout my story highlighted/underlined |  |
| I have read my story quietly out loud to check for flow making changes where better transitions are needed. |  |
| I have checked my opening to ensure that it is attention getting using one of the methods shown in my notes |  |
| I have checked my ending to make sure it is logical, shows the change in my character, and ties up the loose ends |  |
| I have used the rubric to check that I have done all the things it expects of me to do |  |

**Use this Checklist to confirm that you have met the content needs of your writing assignment.**