WRITING CHECKLIST

Before you start writing you will need

TOOLS
Pens – a few colours or pencils – sharp and dark enough
Pencil sharpener, rubber and ruler and a book for writing in

SURFACE FEATURES – to work on while writing
Date and then use the next clean space in the book
Write between the lines and on the line
Capital letters to start new sentences, for headings and for proper
nouns (names of people and places – their names)
Writing from the margin to the page end
Full stops to finish a sentence
Mistakes - pencil rubbed out, pen put a single line through it

When you have finished writing your story or article you will
need to do these two things:

IMPROVE YOUR WRITING
Add interesting words (adjectives or verbs that make it more
descriptive and fascinating to read!)
Make sure your story makes sense
Does your story flow?
Add more for interest and detail
Read through the story to see if you can add any new ideas
You may need to add more information or explanation, or delete
parts that don't make sense

EDIT YOUR WRITING (you can ask a buddy to help)
Check your spelling – underline words you are unsure of, look up
the correct spelling (from other writing around the classroom or a
dictionary, or ask a good speller!)
Check punctuation: capital letters, full-stops, commas, speech
marks etc
Paragraph your writing with a new paragraph for each new idea