

# Writing Checklist

**Directions:** Use this sheet as a reference when writing for the rest of the year. You will be expected to have looked at this sheet for every writing assignment and check off each step to make sure that your assignment will be as clear as possible. This will also lead to you achieving the highest grade possible. **Missing pieces of this checklist will lead to unclear writing as well as a lower grade.**

- Included name, date, and color
- Did not start sentences with “Because”
- Did not use vague words such as: “stuff”, “things”, or “ect”
- Did not use announcements
- Did not use contractions (didn’t, wouldn’t, haven’t)
- Did not speak directly to the reader
- Did not use 1<sup>st</sup> person
- Claims or opinions are supported with **thick** facts
- Only used pronouns when a noun was previously identified
- Typed using size 12 font
- Used “regular” font (Times New Roman, Helvetica, Geneva, Arial)
- Typed using double-spacing
- Has a thesis or claim
- Uses multiple pieces of evidence
- Explains how evidence supports your claim