

Checklist for Writers

Checklist for Writing About Literature

These are some things you should look for when analyzing and writing about literature:

Content and Organization

- Is the topic of each paragraph developed fully through the use of examples?
- Does each sentence in a paragraph relate to the topic sentence?
- Are the ideas presented in a reasonable order?
- Are transitional words and phrases used within and between paragraphs?
- Should any information be added?
- Should some information be dropped or moved?
- Does the concluding paragraph provide a good ending?

Style

- Is language simple and direct?
- Are point of view and tone consistent?
- Are there a variety of sentence types?
- Are too many "ands" used when other ways of combining sentences are appropriate?
- Are verbs active rather than passive?
- Are tenses of the verbs consistent?
- Are pronoun references clear?
- Are any words overused?

Mechanics

- Is each paragraph indented?
- Are words spelled correctly?
- Are capital letters used correctly?
- Are there sentence fragments that must be revised?

Checklist for Writing a Story

Use the following checklist to revise, proofread, and edit your writing. You should begin the revision process by reading the story aloud.

Content

- Does the title point to something important in the story and grab the reader's interest?
- Have you included details that describe your characters and setting?
- Do you present the main character's problem clearly? Does each event of the plot grow logically from what happened before?
- Is your climax a clear solution to the problem? Does your plot end soon after the climax? Do you show the main character's reaction to the climax?

- Do you use dialogue to make the story more interesting and realistic?

Style

- Have you cut out unnecessary details?
- Have you used colorful adjectives and verbs wherever possible?
- Does your dialogue sound real?
- Do you use both long and short sentences for variety?

Mechanics

- Is each sentence complete (no fragments, no run-ons)?
- Are all the words spelled correctly? If you are not sure of the spelling of a word, have you consulted a dictionary?
- Have you punctuated and capitalized your sentences correctly? In dialogue, have you used quotation marks and capital letters correctly?
- Do you begin a new paragraph whenever the subject, time, or place changes or whenever the speaker in the dialogue changes?

Using Evidence Effectively

- Is the position stated clearly?
- Do the examples support the position?
- Does the writing end with a summary of the evidence and a restatement of the position?

Writing a Clear Description

- Does the description create a main impression?
- Does it show rather than tell?
- Have you used precise details?

Writing to Compare and Contrast

- Are your points of comparison clear?
- Is your organizational pattern consistent?
- Have you used words that emphasize similarities and differences?

Writing About Plot

- Is the connection between events clear?
- Have you used examples from the selection to support your judgment about the effectiveness of the plot?

Writing About Characters

- Is the character portrayed accurately, as he/she appears in the story?
- Are there examples from the story to support the character traits discussed?