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?