

Project Name:

## The Writing Process Checklist

### 1. Prewriting

	I have all the information I need to write.
	I have used a graphic organizer to plan my writing.
	Name, date and number are on my pages.

### 2. Drafting

	I have used the ideas in my writing plan.
	I have written draft at the top of my page.
	My draft is double-spaced.
	I have only written on one side of the page.
	Name, date and number are on my pages.

### 3. Revising

	I have read my draft copy to myself to make sure I have not forgotten anything and it makes sense.
	I have made sure that I have started my sentences in many different ways.
	<b>NONE</b> of my sentences <b>begin</b> with <b>And, But or Because!</b> These are conjunctions and should only appear in the middle of a sentence.
	I have read my draft copy to a classmate or the teacher.
	My classmate gave me 2 stars and a wish.
	I asked my classmate questions about parts of my writing I wanted help with.
	I have used my classmate's or teacher's suggestions and my own ideas to make <b>major changes</b> to my writing.
	I have re-checked to make sure my writing makes sense since making my changes.

### 4. Editing

	I have checked to make sure all proper nouns have a capital.
	I have checked to make sure each sentence begins with a capital.
	I have check the punctuation in my story (commas, periods, apostrophes, etc.)
	I have checked my spelling.
	I have had a classmate check for punctuation, spelling and capitals in my story.

### 5. Publishing – typing or handwriting

	I have given my work a title – it is <b>big, bold and centered</b> on the page. Each word has a
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	<b>capital at the beginning! There is one space after my title!</b>
	Each new paragraph is indented.
	There is only 1 space between each paragraph.
	My paragraphs are single-spaced.
	There is no space before commas and periods and only 1 space after commas and periods.
	The font I am using is size 11 to 14, it is NOT bigger or smaller.
	I have used spell correct to check any spelling I missed during editing.
	I have re-checked my sentences and proper nouns to make sure I have used capitals!

**6. Handing in assignment**

	I have handed in my Pre-planning, draft and good copy. They are paper clipped together and my name is on each page of my writing.
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**Notes to myself:**