Grammar Checklist

**CAPITALIZATION**

* \_\_\_\_\_\_\_\_ Capitalize the first word in a sentence.
* \_\_\_\_\_\_\_\_ Capitalize the pronoun "I" wherever it appears.
* \_\_\_\_\_\_\_\_ Capitalize a title used before a person's last name. Examples: President Clinton or Dr. Smith.
* \_\_\_\_\_\_\_\_ Capitalize each important word in the title of books, movies, magazines, etc.
* \_\_\_\_\_\_\_\_ Capitalize the first word in a direct quotation. Example: The teacher said, "Write your story."
* \_\_\_\_\_\_\_\_ Capitalize all proper nouns.

**PUNCTUATION**

* \_\_\_\_\_\_\_\_ Use a period at the end of a statement or a command.
* \_\_\_\_\_\_\_\_ Use a period at the end of an abbreviation. Example: Mr. Hankins or Mrs. Moore
* \_\_\_\_\_\_\_\_ Use a question mark at the end of a question.
* \_\_\_\_\_\_\_\_ Use an exclamation point at the end of a sentence that shows strong feeling.
* \_\_\_\_\_\_\_\_ Use a comma between words in a series of three or more things.
* \_\_\_\_\_\_\_\_ Use a comma before a direct quotation. Example: Mrs. Purifoy, "Don't forget to turn in your library books."
* \_\_\_\_\_\_\_\_ Use a comma between the day and year in a date.
* \_\_\_\_\_\_\_\_ Use a comma between the city and state.
* \_\_\_\_\_\_\_\_ Use an apostrophe in possessives. Example:  Sam took off the dog's collar.
* \_\_\_\_\_\_\_\_ Use an apostrophe in contractions.

Writing Checklist

* BEGINNING

\_\_\_\_\_\_\_\_Is the story about me?

\_\_\_\_\_\_\_\_Do I have a hook that engages the reader?

\_\_\_\_\_\_\_\_Is there at least a preview of my thesis in my first paragraph?   
\_\_\_\_\_\_\_\_Did I write where the story is taking place?   
\_\_\_\_\_\_\_\_Did I write about the time of year, month, season, and/or date?   
\_\_\_\_\_\_\_\_Did I mention the people that are in my story?   
\_\_\_\_\_\_\_\_Did I use good words to describe the setting and tie in relevant details?

* MIDDLE   
  \_\_\_\_\_\_\_\_Did I write a story and not a grocery list?   
  \_\_\_\_\_\_\_\_Did I choose a few relevant main events?   
  \_\_\_\_\_\_\_\_Did I use my senses and thoughts to describe those events?   
  \_\_\_\_\_\_\_\_Did I add relevant sensory details?   
  \_\_\_\_\_\_\_\_Is it in order of the way it happened, and not jumping around from thought to thought?   
  \_\_\_\_\_\_\_\_Am I making the story interesting?   
  \_\_\_\_\_\_\_\_Is there dialogue? Is the format of dialogue used correct?
* END   
  \_\_\_\_\_\_\_\_Did I tie the beginning to the end?   
  \_\_\_\_\_\_\_\_Do my details bring the story to an interesting end?   
  \_\_\_\_\_\_\_\_Does my story make people smile, laugh, or cry?   
  \_\_\_\_\_\_\_\_Does every sentence have a purpose?   
  \_\_\_\_\_\_\_\_Will the reader understand the piece as a whole?

\_\_\_\_\_\_\_\_Is the conclusion strong?

\_\_\_\_\_\_\_\_Is there a reflection or moral of the story?

* TRANSITIONS

\_\_\_\_\_\_\_\_Are there a variety of thoughtful transitions used?

\_\_\_\_\_\_\_\_Are my ideas all connected?

* WRITER’S CRAFT

\_\_\_\_\_\_\_\_Am I using vivid words or phrases that draw pictures in the reader’s mind?

\_\_\_\_\_\_\_\_Does my piece “flow”?

\_\_\_\_\_\_\_\_Are my words spelled correctly?