

Spelling and Capitalization

- Check for any underlined words and use spell-check to correct them
- Make sure capital letters are at the beginning of sentences and “I” is capitalized
- Names should be capitalized

Grammar

- Check for long sentences that might need a comma (compound sentences)
- Put commas in any lists you have
- Check apostrophes for possessive words
- Make sure all sentences are complete

Beginning and ending

- Beginning of piece should be engaging and interesting
- Provide sensory detail
- Introduce topic and/or characters and situation
- Conclude ideas
- So What? Why does this topic matter? What’s the relevance and importance? What should the reader take away?

Organization and Making Sense

- Paragraphs should divide up each new idea
- ESSAY - Introduction, reasons and conclusion should be organized and clear. Transition to new ideas with reasons and explanations
- STORY OR MEMOIR - Chronological order

Details

- ESSAY – Specific text examples given and explained.
- STORY – Sensory details and specifics used to create imagery

Title

- Relevant and clear
- Creative and specific