

# WRITING PROCESS/PRODUCT CHECKLIST

Name \_\_\_\_\_

Date \_\_\_\_\_

## Product

1. Does it have a focus?
  - Awareness of audience.
  - Clear purpose.
2. Presence of quality ideas.
3. Ideas are developed.
  - Examples
  - Descriptions
  - Anecdotes
  - Quotes from the experts
  - Statistics
  - Dialogue
  - Explanations
4. A meaningful organization.
  - Uses variety of leads.
  - Transitions are appropriate.
  - Text structures are apparent.
  - Variety of conclusions.
  - Use of paragraphs.
5. Style
  - Specific word choice.
  - Sounds like the writer.
  - Sentence variety.
6. Conventions
  - Punctuation
  - Capitalization
  - Spelling
  - Spacing between words
  - Upper & Lower Case

FURTHER COMMENTS:

## Process

1. Evidence of prewriting.
  - Outline
  - Sketch
  - Notes
  - Graphic organizer
  - Freewrite
2. Evidence of multiple drafts.
  - Writing fluency
  - Changes made as a result of conferring
3. Revision
  - Additions
  - Deletions
  - Removing redundant content
  - Removing clichés.
  - Moving words, sentences, paragraphs
  - Substitute for stronger verbs & nouns
4. Editing
  - Presentation – formatting, eligibility, reader ready
5. Demeanor
  - Listening skills in conferring
  - Asking good questions
  - Worthy suggestions

FURTHER COMMENTS: