



Writer's Checklist



Before You Begin

Read the prompt, making sure you understand it and all required components.

Find a way to record any ideas you have- try a traditional outline, word cluster, a list, or your own method.

Choose your favorite idea from your many ideas to write about.

While Writing

Cite as you go- even if it's not a formal citation, make some indication of where the information came from.

If you face writer's block, take a break and read some good writing to inspire you.

If you're on a roll, keep writing until you're out of ideas.

Before You Submit

Have someone else read your work and get feedback from them.

Print out your writing and mark it up- it's more effective than using a computer.

Read your writing out loud to check for errors in flow and wordiness.