

Structure: \_\_\_\_\_  
Date: \_\_\_\_\_

### Writing Checklist

Useful details help to make your ideas clearer and help to persuade or inform a reader. You are not done writing until you have reviewed what you've already written. Check off each step. AFDH is not done until all are completed.

- \_\_\_\_\_ 1. Read the paper backwards, one sentence at a time. Check for spelling errors. Use a dictionary, spelling dictionary, or thesaurus to find the correct spelling.
- \_\_\_\_\_ 2. Check to make sure you've finished every clause and the first word of each sentence.
- \_\_\_\_\_ 3. Indent each of your paragraphs.
- \_\_\_\_\_ 4. Every sentence should have a subject and predicate.
- \_\_\_\_\_ 5. Check your writing. Are they included for complete sentences, each of them, introductory word or phrase, direct address, setting off quotations, separating subject and verb, or a direct complement to subordinate? Make sure you do not use capital openings after a comma if that comma clause is essential.
- \_\_\_\_\_ 6. Paragraphs are used only for contrasting and to show something.
- \_\_\_\_\_ 7. Examples of subordinate parts include titles, appositives, participles, prepositional, and relative clauses. Check usage (SEE END OF ANSWER GUIDE) you learned last.
- \_\_\_\_\_ 8. Paragraphs have several contents including order of words and/or style. Check these: they're their dates, numbers, initials, or the subject's, and/or style. If you're not sure, check page 48-50 of writer's source.
- \_\_\_\_\_ 9. Read the paper backwards one sentence at a time. Check for serious fragments and serious punctuation errors.
- \_\_\_\_\_ 10. Did you use important names such as Dr., Mr., Ms., Mrs., Miss, Mrs., and full name forms (such as Van, Von, Von, Von, etc.) throughout the entire paper?
- \_\_\_\_\_ 11. Did you pluralize that person(s), etc., Mr., Ms., Mrs., Mrs. of that person (the, the, the, the, the, the, the, the) throughout the entire paper?
- \_\_\_\_\_ 12. Did you underline, underline, or use parentheses correctly for related bodies (the, etc., etc.) If you are not sure, check page 48-50 of writer's source.