

Writing Checklist

Please follow these rules for your compositions. These guidelines work for all your classes and your teachers will like you! (Maybe.)

1. Write your full name in the upper right hand corner.
2. Centre your title.
3. Indent your paragraphs. (Use the tab button.)

This is an example of how your work should be presented to your teachers. You will notice that it is even double spaced! If you follow these guidelines, it is more likely you will receive high marks for your work. These guidelines are also very similar to what most teachers and even professors in college and university like to see!

You will notice that this next paragraph is indented and that there is not a line space between the paragraphs. Perhaps the most important thing for you can do is write your paper, then leave it for a bit and come back to it and then read it out loud. This will give you a chance to come back to it with a fresh eye and maybe catch any mistakes you may have made. Handing in the first draft of something you write is probably not a good idea.

4. Your final draft should be written in blue or black ink or typed neatly, clearly and legibly on only one side of the paper.
5. Do not use the sign & or the abbreviation *etc.* (Actually, do not use abbreviations or contractions at all if you can.) Remember *a lot* is two words.
6. Check your spelling.
7. Check your punctuation.
8. Check your capitalization.
9. Punctuation in dialogue goes inside the quotation marks. Don't forget to start a new line and indent for new speakers.

The scream sounded in the night and everybody stopped what they were doing.
They all looked at each other.

"What was that?" Carrie whispered.

"It didn't sound good," Ryan said. "Do you think we should go out and check it out?"

The rest of the group shuffled restlessly.

Sam replied, "I don't wanna go out there."

Suddenly, the lights in the room went out and another scream pierced the air.
Everyone panicked and started shouting.

10. Does everything make sense? Re-read your paper and check!!!