

Checklist for Writing Process

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Essay Planning

Task: Interview Questions Responses

- Plan the characters, plot, and setting for your narrative essay
- Open your interview questions document and save it with a new filename
- Answer your interview questions from the point of view of the main character in your essay. Use your prewriting work to help you with this.
 - Write answers in first person
 - Use words the character would use
 - Describe details about the character's life
 - Explain how the character feels about the events that happen in the story
 - Include distinctive details about the location where the story takes place
- Save your document

Activity 2: Word Processing

Task: Menu Identification

- Type your name, date, and title in a new document
- Identify five menu actions you can use to write a narrative essay
- Describe each of the actions
- Explain how the actions can help you write an essay
- Save your document

Activity 3: Essay Drafting

Task: Narrative Essay Draft

- Open a new word processing document and type your name, date, and a title
- Write the first draft of your narrative essay, using the answers to your interview questions
- Develop your:
 - Characters
 - Plot
 - Setting
- Include:
 - Dialogue
 - Consistent point of view
 - Underlying theme
- Save your document

Activity 4: Essay Revision

Task: Narrative Essay Revision

- Open your narrative essay draft and save it with a new filename
- Revise your essay
- Be sure to:
 - Put yourself in the minds of your readers—make sure you have enough information for readers who have not researched your topic so that they can understand your story and your theme
 - Make the story interesting and informative
 - Remove paragraphs that do not relate to the story
 - Put sentences in a logical order

- Rewrite long or confusing sentences or paragraphs
- Make sure the story flows so that readers can follow the plot
- Remove extra details that do not help develop the characters or the setting
- Add details to improve the development of the characters and the setting
- Make sure each character's point of view is consistent throughout the story
- Provide enough information for readers to understand your theme
- Replace general words with descriptive words
- Save your document

Activity 5: Essay Editing

Task: Narrative Essay Edit

- Open your narrative essay revision and save it with a new filename
- Edit your essay, and check the following:
 - Spelling
 - Punctuation
 - Capitalization
 - Sentences (no fragments or run-ons)
 - Paragraphing
 - Subject–verb agreement
 - Verb tense
 - Point of view (consistent use of first person or third person)
 - Vocabulary (no unnecessary words)
- Save your document