

WRITING CHECKLISTS
From the
Blended Structure & Style Program

Below are the checklists for Units I & II, Unit III, Unit VI and the Introductions/Conclusions for Reports/Essays.

You may use these for your classroom or homeschool.

Remember:

- Each assignment given should include a checklist.
- Marking should include only the items on the checklist.
- Feel free to modify these for your students.
- The checklists include all the Style Techniques – remove those you have not taught – add them in as you teach them.

These checklists have been provided to participants who have attended a StyleWriter Canada Professional Development Session. Please do not reproduce or distribute. Permission is granted for one teacher to reproduce appropriate pieces for one's own classroom.



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stylewriter.ca

Units I & II

<u>Composition Checklist</u>	
Title - underlined Name under title	
Composition is double spaced	
Dress-ups are marked with an underline	
Sentence Numbers are marked in left margin	
<u>DRESS-UP</u> (<i>underlined and identified in R/H margin</i>)	
"ly" word (dual) (<i>ly</i>)	
who/which (<i>w/w</i>)	
strong verb (dual) (<i>sv</i>)	
quality adjective (dual) (<i>qa</i>)	
Because (<i>b/c</i>)	
adverbial clause (<i>www.asia</i>)	
<u>SENTENCE OPENERS</u> (<i>numbered in left margin</i>)	
① Subject	
② Prepositional	
③ "-ly"	
④ "ing"	
⑤ Clausal Opener www.asia	
⑥ V.S.S. (5 words or less)	
Banned Words (do not use! - find better ones) <i>said, see or saw, go/went, thought, eat, good, come/came</i>	



Unit III Narrative Stories

"Your Story"						
<u>CHECKLIST</u>						
Name and date in upper right corner, double spaced, margins on both sides					4	
Story Sequence						
I. SETTING, CHARACTERS, BACKGROUND				5		
II. CONFLICT CLEAR				5		
III. CLIMAX/RESOLUTION				5		
TITLE (from last sentence in story, Title in center & underlined)					5	
Dress-ups (underline only 1 of each, named in l/h margin)			I	II	III	
quality adjective				6		
strong verb				6		
-ly word				6		
who/which				6		
because				6		
adverbial clause				6		
Sentence Openers (marked in l/h margin)			I	II	III	
# 1 Subject				6		
# 2 Prepositional				6		
# 3 'ly'				6		
#4 -ing				6		
# 5 clausal,				6		
# 6 v.s.s.				6		
Mechanics						
Complete sentences, capitals, ending marks					-2	
Neatness, paragraph indentation					-2	
NO BANNED WORDS (-1 for each)						
TOTAL POSSIBLE					96	



Unit VI Research & Reports

1st & 2nd & 3rd Topics CHECKLIST

1st & 2nd & 3rd Topics <u>CHECKLIST</u>				
Name and date in upper right corner, Title in center & underlined, double spaced, margins on both sides				10
Structure (indicated in r/h margin)	I	II	III	
CLEAR TOPIC SENTENCE				10
CLINCHER SENTENCE (highlight key words from topic sentence)				10
Dress-ups (underline only 1 of each, named in l/h margin)				
who/which				6
quality adjective				6
strong verb				6
-ly word				6
because				6
when, while, where, as, since, if, although				6
Sentence Openers (marked in l/h margin)	I	II	III	
#1 Subject				6
# 2 Prepositional Phrase				6
# 3 "-ly				6
#4 -ing				6
# 5 Clausal (when, while, where, as, since, if, although)				6
# 6 VSS				6
Mechanics				
Complete sentences, capitals, ending marks				-2
Neatness, paragraph indentation				-2
TOTAL POSSIBLE				102



CHECKLIST FOR INTRODUCTION

Dramatic Opening		2	
Background Information (briefly note interesting things about your person that are not in the topics you chose.)		4	
Three topics stated (label A,B,C, in left margin)		15	
Six dress –ups (underline)		12	
Six sentence openers (mark in left margin)		12	
TOTAL POSSIBLE		45	

CHECKLIST FOR CONCLUSION

Three topics re-stated (label A,B,C, in left margin)		15	
Six dress –ups (underline)		12	
Six sentence openers (mark in left margin)		12	
Most important and WHY?		6	
Title from last sentence		5	
Never use “I”			
TOTAL POSSIBLE		60	

