

# STUDENT WRITING CHECKLIST

## GRADE 4-5 SUMMARY

Use this checklist to plan, write, revise and edit your paper.

### THINGS TO REMEMBER FOR SUMMARY

- Include the main ideas and most important details of the article.
- Share the author's point of view.
- Present clearly written and organized information.

### IDEAS AND CONTENT

- I have a clear purpose or make a point.
- I clearly retell the information.
- I use clear details and examples to help the reader understand the author's message.
- I stick to the main ideas.
- I leave out details that I do not really need.

### ORGANIZATION

- My introduction makes a reader want to keep on reading.
- I tell things in an order that makes sense.
- I use details in my paper that go together.
- I have a good ending.

### VOICE

- I maintain the author's perspective and voice.
- I like what I have written.
- My writing sounds like me.
- I have thought about my reader. I have tried to make my writing clear to the reader.

### WORD CHOICE

- I use words that make my meaning clear.
- My words are accurate and specific.
- I try to say things in my own way.
- Sometimes I try to say things in new and different ways.

### SENTENCE FLUENCY

- My sentences make sense.
- I keep my paper interesting by using different sentence lengths.
- My sentences begin in different ways.
- My paper would sound good if it were read aloud.

### CONVENTIONS

- I use correct punctuation.
- I use capital letters on names of special people, special places, or special things.
- My spelling is correct.
- I indent my paragraphs.
- I use correct grammar.

- I have proofread my paper.