

STUDENT WRITING CHECKLIST GRADES 7-8 SUMMARY

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

THINGS TO REMEMBER FOR SUMMARY

- Present clearly written and organized information in your own words.
- Include the main ideas and most significant details of the article.
- Use only the author's words when he or she is quoted directly.
- Maintain the author's point of view and voice.

IDEAS AND CONTENT

- I have a clear purpose or make a point.
- I use clear details and examples to help the reader understand my 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 make sense.
- I use smooth transitions between sentences, paragraphs and ideas.
- I have a good ending.

VOICE

- I maintain the author's point of view and voice.
- My writing sounds like me.
- I have thought about my reader.
- I make my writing clear to the reader.

WORD CHOICE

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

SENTENCE FLUENCY

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

CONVENTIONS

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

- I have proofread my paper.