

Writing Process Checklist

Directions:

Place a check by each action that you did while writing this paper.

Time and Place

- I set up a schedule for when I would work on the paper.
- I found a quiet place to work.
- I got started working right away.
- I kept track of how much time I spent working on this paper.
- I always had the materials ready that I needed each time.
- I sat down to work.

Understanding The Task

- I read or listened to the teacher's directions carefully.
- I asked the teacher to explain any part of the assignment that was unclear to me.
- I restated what I was supposed to do in my own words.

Planning

- I thought about who would read my paper.
- I thought about what I wanted my paper to accomplish.
- I started planning my paper before I actually started writing it.
- I used a strategy to help me plan my paper.

Seeking And Organizing Information

- I tried to remember everything I already knew about this topic before starting to write.
- I got all the information I needed before starting to write.
- I organized all of the information I had gathered before starting to write.

Writing

- I thought about what I wanted my paper to accomplish as I wrote.
- I thought about the reader as I wrote.
- I continued to develop my plans as I wrote.
- I made revisions in my paper as I wrote.

Revising

- I revised the first draft of my paper.
- I checked to make sure that the reader would understand everything I had to say.
- I checked to make sure that my goals for the paper were accomplished.
- I made my paper better by adding, dropping, changing, or rearranging parts of my paper.
- I corrected errors of spelling, capitalization, punctuation, and the like.
- I used a strategy to help me revise.
- I reread my paper before turning it in.