

**Writer's Checklist**

**PLAN before you write**

- Make sure you read the question carefully.
- Make sure you have read the passage(s) carefully.
- Think about how the question relates to the passage(s).
- Organize your ideas on scratch paper. Use a thought map, outline, or other graphic organizer to plan your essay.

**FOCUS while you write**

- Analyze the information from the passage(s) as you write your essay.
- Make sure you use evidence from the passage(s) to support your essay.
- Use precise language, a variety of sentence types, and transitions in your essay.
- Organize your essay with an introduction, body, and conclusion.

**PROOFREAD after you write**

- I wrote my final response in the appropriate place.
- I stayed focused on answering the question.
- I used evidence from the passage(s) to support my essay.
- I corrected errors in capitalization, spelling, sentence formation, punctuation, and word choice.