

# A Must-Have WRITING CHECKLIST



for an A+ Assignment

Use this checklist to express your thoughts in a coherent, cohesive and engaging manner. Then, edit and revise your writing to submit your best work.

01

## ARTICULATE A CLEAR PURPOSE FOR WRITING

The reader should instantly know why you are writing.

- o What is the purpose of your writing?
- o What do you want the reader to know by the end of the essay, paper or forum?
- o What value will the reader get out of reading it?

02

## STAY ON TOPIC

Going off topic distracts the reader and takes away from your valid ideas.

- o Does your writing make sense and flow well?
- o At any point, do you go off on a tangent?
- o Does the direction of your writing align with the purpose of the piece?

03

## AVOID RUN-ON SENTENCES AND “FLUFF” WORDS AND PHRASES

Get to the point and avoid those never-ending sentences.

- o Does your writing get to the point?
- o Throughout the piece, does your writing add value to the paper or discussion?
- o Is your language concise and consistent?

04

## ENGAGE THE READER BY PROVIDING INTERESTING INSIGHTS AND EVIDENCE

Integrate these ideas into your writing and provide the reader with intellectual acuity.

- o Does your writing engage the reader?
- o Are your statements supported with textual evidence?
- o Do your ideas demonstrate a level of mastery on the subject to the reader?

# 05

## **ORGANIZE YOUR WRITING SO IT IS LOGICAL TO THE READER**

A well-balanced rhythm and sequence will maintain a distinct fluidity to your writing.

- o Is there a natural beginning, middle and end to your piece of writing?
- o Throughout your writing, is the pacing consistent?
- o Is your writing presented in an organized and logical sequence to the reader?

# 06

## **PROPERLY CITE YOUR REFERENCES**

Reference Purdue University's Online Writing Lab for MLA and APA Style Guides.

- o Did you reference an appropriate style guide?
- o Are all references used in your writing properly attributed using APA or MLA format?
- o Throughout your piece of writing, are all references appropriately cited?

# 07

## **CHECK YOUR SPELLING AND GRAMMAR**

Consider using a site such as Grammarly to catch some hard-to-spot errors.

- o Did you check for spelling and grammar errors?
- o Did you receive feedback on your writing?
- o Did you make revisions for hard-to-spot errors?

# 08

## **REVIEW THE FORMATTING OF YOUR WORK BEFORE YOU SUBMIT**

Give your writing a complete and polished presentation.

- o Does your writing contain any heading, font or line spacing issues?
- o Did you review your writing for formatting issues and make appropriate changes?
- o Did you identify the assignment with the appropriate course name and number?

# 09

## **REFERENCE A RUBRIC FOR WRITING**

Referencing a rubric will ensure you hit the mark on every aspect of the assignment.

- o Did you reference a rubric for your written assignment?
- o Does your writing meet or exceed the expectations of the assignment?
- o Are you confident your writing is a reflection of your best work and effort?