

WRITING

SCOPE

"I have difficulty writing good sentences."

Spelling

- Re-read or use a spell check to find misspelled words.

Capitalization

- Have all letters been capitalized that need it?
- Make sure first letter of all proper names and nouns are capitalized.

Order

- Is the syntax or word order correct?

Punctuation Marks

- Make sure that you used correct punctuation at the end of every sentence.
- Make sure you used commas, semicolons, and colons correctly.
- Make sure that you used quotation marks correctly.

Express a complete thought.

- Does each sentence express a complete thought?
- Are there any fragments?