|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **What to check** | **Changed**  *Put a check in this box once the step is done or answer the question.* | **Why did I do it?**  *Explain the change you made or address the prompt.* |
| ***EXAMPLE: STEP 1*** | *Spell Check* | *Received* | *I changed one word that was misspelled after running spell check on my computer.* |
|  | *Names are spelled correctly* | *X* | *I used the master name list and all of the names were correct.* |
| **Step 1: Basics** | |  |  |
|  | Spell check |  |  |
|  | Names are spelled correctly |  |  |
|  | Dates are correct |  |  |
|  | Facts are accurate |  |  |
|  | Run word count | How many: |  |
| **Step 2: Read your story out loud** | |  |  |
|  | Subject and verb in each sentence |  |  |
|  | Listen for and mark run-on sentences |  |  |
|  | Mark anything that sounds strange |  |  |
| **Step 3: Reread all your quotes** | |  |  |
|  | Check your notes for other quotes that might work or fit better. |  |  |
|  | Do you need to interview for better quotes? | Yes No | If yes, who will you interview? |
|  | Double-check names, grades, titles, and spellings |  |  |
| **Step 4: Reread all your quotes – AGAIN!** | |  |  |
|  | Do your quotes show different groups of people? | Which groups? | |
|  | Are multiple sides of the same story represented? | Explain which sides: | |
|  | Are all important points made by people who disagree present? | List at least two important points: | |
|  | Eliminate any personal pronouns not in quotes. |  |  |
|  | Make sure you are not expressing an opinion. |  |  |
| **Step 5: Verbs** | |  |  |
|  | Circle all -ly words – list them |  |  |
|  | Can you remove the adverb without changing the meaning of the sentence? | Yes No | If yes, list the adverbs you removed: |
|  | Can you change any of the verbs to be stronger? | Yes No | If yes, what verbs can you change them to? |
|  | Circle all the -ing words – list words |  |  |
|  | Circle all the times you use “is,” “was,” or “has.” | How many times? | What verbs can you change them to: |
| **Step 6: Lead writing** | |  |  |
|  | Count the words | How many? |  |
|  | Check for 5Ws and an H in first two paragraphs |  |  |
|  | Is the lead interesting AND tell the reader what the story is about? | Yes No | If no, what will you change? |
| **Step 7: Ending** | |  |  |
|  | Does it end on a quote? | Yes No | If no, what quote you will use to end on: |
| **Step 8: Final steps** | |  |  |
|  | Check spelling again |  |  |
|  | Check word count again | How many? |  |