

DEVELOPMENTAL STUDIES WRITING SKILLS CHECKLIST

ASSIGNMENT PROFILE	YES	NO	
1. Understand the type of writing required			
2. Determine the purpose of the writing task			

CONTENT	YES	NO	
1. Clear main idea (topic sentence or thesis)			
2. Adequate support			
3. Critical, analytical, and/or creative support			

ORGANIZATION	YES	NO	
1. Clear opening/introductory section			
2. Consistent, well-planned method of organization			
3. Transitional sentences and/or paragraphs			
4. Clear closing/concluding section			

STYLE	YES	NO	
1. Appropriate vocabulary for audience/reader			
2. Varied sentence structure			
3. Effective transitional words and phrases			

MECHANICS	YES	NO	
1. Accurate spelling			
2. Correct capitalization			
3. Correct usage			
A. Verb tense	A.	A.	
B. Verb Agreement	B.	B.	
C. Pronoun reference	C.	C.	
D. Adjective/Adverb Use	D.	D.	
E. Sound-Alikes	E.	E.	
4. Correct Punctuation			
A. End marks	A.	A.	
B. Semicolons/Colons	B.	B.	
C. Quotation Marks	C.	C.	
D. Commas	D.	D.	
E. Apostrophes	E.	E.	
F. Dash, Hyphen, Parentheses	F.	F.	
G. No Run-On Sentences	G.	G.	
H. No Fragments	H.	H.	
5. Format			
A. Title	A.	A.	
B. Presentation/Neatness	B.	B.	
C. Documentation	C.	C.	