

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **My Anthem Checklist : REVISION**

When you revise, you check the content of your work to make sure that it is your **STRONGEST** writing.

Check each box when you can answer “yes” to the following statements or questions.

For unchecked boxes, please see the suggestion sheet and sign up for a conference!

### **Ideas/Context**

- My topic is narrow, clear and focused.
- You can tell I know a lot about this topic.

### **Organization**

- My reader can understand my writing.
- My writing is in a logical sequence.

### **Voice**

- My piece has a clear audience.
- My writing sounds like me.

### **Word Choice**

- My words create a vivid image.
- My piece has interesting vocabulary.

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## My Anthem Checklist: REVISION SUGGESTIONS

Revision Area	Suggestion
<b>Ideas/Context</b> <ul style="list-style-type: none"><li><input type="checkbox"/> My topic is narrow, clear and focused.</li> <li><input type="checkbox"/> You can tell I know a lot about this topic.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Zoom in. Add detail to clarify ideas. Take away details that are unnecessary or confusing.</li><li><input type="checkbox"/> Add more details.</li></ul>
<b>Organization</b> <ul style="list-style-type: none"><li><input type="checkbox"/> My reader can understand my writing.</li><li><input type="checkbox"/> My writing is in a logical sequence.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Read it to a friend and answer his/her questions in writing.</li><li><input type="checkbox"/> Number events in the order they happen. Cut it up and rearrange if necessary.</li></ul>
<b>Voice</b> <ul style="list-style-type: none"><li><input type="checkbox"/> My piece has a clear audience.</li><li><input type="checkbox"/> My writing sounds like me.</li></ul>	<b>Answer:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Who is your reader? Write to him/her.</li><li><input type="checkbox"/> Who are you as a writer? Write for you.</li></ul>
<b>Word Choice</b> <ul style="list-style-type: none"><li><input type="checkbox"/> My words create a vivid image.</li><li><input type="checkbox"/> My piece has interesting vocabulary.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Do you use your five senses?</li><li><input type="checkbox"/> Use a thesaurus, dictionary or adjective/adverb chart. Check readability level.</li></ul>
<b>Notes:</b>          	

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## My Anthem Checklist: EDITING

When you edit, you check the **form** of your writing to be sure it is standard.

Check each box when you can answer “yes” to the following statements or questions.

For unchecked boxes, please see the suggestion sheet and sign up for a conference!



### CAPITALS

- \*Does my sentence begin with a capital letter?
- Do all proper nouns begin with a capital letter?

### ORGANIZATION

- Are all of the words in the correct order?
- When I read my sentence aloud, does it sound right?
- \*My work is neat and legible.

### PUNCTUATION

- \*Do my sentences end correctly? ( . ! ? )
- When I pause, do I use the correct mark? ( , “ ” : ; )

### SPELLING

- \*Are all of my priority words in standard spelling?
- Are all other words in standard spelling?

\*NO EXCUSES!



## My Anthem Checklist: EDITING SUGGESTIONS



Editing Area	Suggestion
CAPITALS	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<ul style="list-style-type: none"><li><input type="checkbox"/> *Does my sentence begin with a capital letter?</li><li><input type="checkbox"/> Do all proper nouns begin with a capital letter?</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Reread your piece. Capitalize any words that begin a sentence.</li><li><input type="checkbox"/> Reread your pace. Capitalize any names of people, places or things.</li></ul>
<p><b>O</b>RGANIZATION</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Are all of the words in the correct order?</li><li><input type="checkbox"/> When I read my sentence aloud, does it sound right?</li><li><input type="checkbox"/> I have indented each paragraph.</li><li><input type="checkbox"/> I have checked my work for run-ons and fragments.</li><li><input type="checkbox"/> *My work is neat and legible.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Read each sentence aloud to be sure it makes sense. If not, rearrange the words or rewrite it.</li><li><input type="checkbox"/> Mark your paragraphs with the paragraph symbol. ¶</li><li><input type="checkbox"/> Be sure that your sentences are like Goldilocks: not too long, not too short, but just right!</li><li><input type="checkbox"/> Write or type NEATLY so that anyone can read your lovely work!</li></ul>
<p><b>P</b>UNCTUATION</p> <ul style="list-style-type: none"><li><input type="checkbox"/> *Do my sentences end correctly? (. ! ?)</li><li><input type="checkbox"/> When I pause, do I use the correct mark? ( , “ ” : ; )</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Reread to add any punctuation needed.</li></ul>
<p><b>S</b>PELLING</p> <ul style="list-style-type: none"><li><input type="checkbox"/> *Are all of my priority words in standard spelling?</li><li><input type="checkbox"/> Are all other words in standard spelling?</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Check your priority word list.</li><li><input type="checkbox"/> Use the dictionary or spell check.</li></ul>

\*NO EXCUSES = you should edit these BEFORE having a conference!

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## My Anthem Checklist: PUBLISHING

When you publish, you finish your piece knowing that the

**content (done when revising) and form (done when editing)** is as perfect as possible.

Check each box when you can answer “yes” to the following statements or questions.

For unchecked boxes, please see the suggestion sheet and sign up for a conference!

Does your piece have:

- A dedication?
- An Author’s Note?
- Any illustrations?
- A cover page?
- A heading on each page?
- Page numbers in the footer of each page?

Is your piece:

- Typed neatly?
- Typed in 12, 14 or 16 point font?
- Typed in an easily read font?
- Free from visual distractions?
- Indented per paragraph?
- Typed with two skipped lines between each paragraph.

Did you:

- Conference with a peer after revising?
- Conference with a peer after editing?
- Conference with a teacher before publishing?

Are you:

- Proud of your work?
- Feeling accomplished as a writer?
- Ready to celebrate being a published author?
- Ready to start a new piece?

Conference Partner: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Writing Conference

Title of piece: \_\_\_\_\_

\_\_\_\_\_

#### Conference Comments:

My favorite part of your piece was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

because \_\_\_\_\_

\_\_\_\_\_.

The part(s) of your story that I feel need(s) more work is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ because:

- It needs more detail.
- It is confusing/doesn't make sense.
- It could use better/different vocabulary words.
- It is not interesting to read.
- It doesn't have a beginning, middle, and/or end (circle all that apply).

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Other.

Author's signature: \_\_\_\_\_

Conference Partner's Signature: \_\_\_\_\_