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.
# My Anthem Checklist: Revision Suggestions

<table>
<thead>
<tr>
<th>Revision Area</th>
<th>Suggestion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ideas/Context</strong></td>
<td></td>
</tr>
<tr>
<td>❑ My topic is narrow, clear and focused.</td>
<td>❑ Zoom in. Add detail to clarify ideas. Take away details that are unnecessary or confusing.</td>
</tr>
<tr>
<td>❑ You can tell I know a lot about this topic.</td>
<td>❑ Add more details.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td></td>
</tr>
<tr>
<td>❑ My reader can understand my writing.</td>
<td>❑ Read it to a friend and answer his/her questions in writing.</td>
</tr>
<tr>
<td>❑ My writing is in a logical sequence.</td>
<td>❑ Number events in the order they happen. Cut it up and rearrange if necessary.</td>
</tr>
<tr>
<td><strong>Voice</strong></td>
<td></td>
</tr>
<tr>
<td>❑ My piece has a clear audience.</td>
<td>❑ Who is your reader? Write to him/her.</td>
</tr>
<tr>
<td>❑ My writing sounds like me.</td>
<td>❑ Who are you as a writer? Write for you.</td>
</tr>
<tr>
<td><strong>Word Choice</strong></td>
<td></td>
</tr>
<tr>
<td>❑ My words create a vivid image.</td>
<td>❑ Do you use your five senses?</td>
</tr>
<tr>
<td>❑ My piece has interesting vocabulary.</td>
<td>❑ Use a thesaurus, dictionary or adjective/adverb chart. Check readability level.</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td></td>
</tr>
</tbody>
</table>
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!

COPS

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

<table>
<thead>
<tr>
<th>Editing Area</th>
<th>Suggestion</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPITALS</td>
<td></td>
</tr>
<tr>
<td>Name: ___________________________</td>
<td>Date: ___________________________</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>

| ❑ *Does my sentence begin with a capital letter? | ❑ Reread your piece. Capitalize any words that begin a sentence. |
| Do all proper nouns begin with a capital letter? | ❑ Reread your pace. Capitalize any names of people, places or things. |

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>❑ Read each sentence aloud to be sure it makes sense. If not, rearrange the words or rewrite it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Are all of the words in the correct order?</td>
<td>❑ Mark your paragraphs with the paragraph symbol. ¶</td>
</tr>
<tr>
<td>❑ When I read my sentence aloud, does it sound right?</td>
<td>❑ Be sure that your sentences are like Goldilocks: not too long, not too short, but just right!</td>
</tr>
<tr>
<td>❑ I have indented each paragraph.</td>
<td>❑ Write or type NEATLY so that anyone can read your lovely work!</td>
</tr>
<tr>
<td>❑ I have checked my work for run-ons and fragments.</td>
<td></td>
</tr>
<tr>
<td>❑ *My work is neat and legible.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>PUNCTUATION</th>
<th>❑ Reread to add any punctuation needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ *Do my sentences end correctly? (. ! ?)</td>
<td></td>
</tr>
<tr>
<td>❑ When I pause, do I use the correct mark? ( , “ ” : ; )</td>
<td></td>
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<tr>
<th>SPELLING</th>
<th>❑ Check your priority word list.</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ *Are all of my priority words in standard spelling?</td>
<td>❑ Use the dictionary or spell check.</td>
</tr>
<tr>
<td>❑ Are all other words in standard spelling?</td>
<td></td>
</tr>
</tbody>
</table>

*NO EXCUSES = you should edit these BEFORE having a conference!*
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: ________________________________
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: _________________________________________