Writing Checklist
Week 2: Journal Entry (Sailor or Native)

STRUCTURE
- ❑ Double-spaced
- ❑ Times New Roman font
- ❑ Name, date, and writing assignment title in upper left-hand corner
- ❑ First line centered
- ❑ Page number in bottom right-hand corner (if more than one page)

STYLE – CIRCLE EACH
(your story must contain at least **THREE** of each element of style)
- ❑ ❑ ❑ -ly adverb
- ❑ ❑ ❑ strong verb
- ❑ ❑ ❑ quality adjective

MECHANICS
- ❑ Capitalization
- ❑ End marks and punctuation
- ❑ Complete sentences
- ❑ Spelling and usage