

Writing Checklist

Week 11: Alien Letter Home

**** USE the LETTER SAMPLE for formatting help! ****

STRUCTURE

- ☐ Double-spaced
- ☐ Times New Roman font
- ☐ Name, date, and writing assignment title in upper left-hand corner
- ☐ Page number in bottom right-hand corner (if more than one page)
- ☐ Traditional letter formatting

STYLE – LABEL EACH

(your story must contain at least **THREE** of each part of speech)

- ☐ ☐ ☐ adverb (does NOT have to be an -ly adverb)
- ☐ ☐ ☐ verb
- ☐ ☐ ☐ adjective
- ☐ ☐ ☐ noun
- ☐ ☐ ☐ preposition
- ☐ ☐ ☐ conjunction

**** SEE EXAMPLE from CLASS for labelling ****

MECHANICS

- ☐ Capitalization
- ☐ End marks and punctuation
- ☐ Complete sentences
- ☐ Spelling and usage

- ☐ Proofread
- ☐ Revised