

Teacher Checklist - Writing

(Adapted from the Ohio Dept. of Education, 1991)

Student: _____ Date: _____ School: _____

Date of Birth: _____ Grade: _____ Teacher: _____

Yes	No	Sometimes	The Student:
_____	_____	_____	1. (MC) Uses appropriate mechanics. <ul style="list-style-type: none"> a. Follows left-to-right orientation. b. Copies materials correctly from board and desk. c. Uses correct spacing for letters and words. d. Writes or prints fluently (not slow and labored). e. Uses correct spelling in daily work. f. Uses correct capitalization. g. Uses correct punctuation.
_____	_____	_____	2. (G) Uses a variety of sentence structures. <ul style="list-style-type: none"> a. Writes simple sentences. b. Writes complex sentences.
_____	_____	_____	3. (G) Uses correct grammatical forms in written work, e.g.: <ul style="list-style-type: none"> a. Uses plurals correctly. b. Uses subject and verb appropriately. c. Uses questions correctly. d. Uses negation correctly. e. Uses pronouns correctly.
_____	_____	_____	4. (ML) Edits written work effectively. <ul style="list-style-type: none"> a. Recognizes errors in meaning. b. Recognizes errors in grammar. c. Recognizes errors in mechanics. d. Recognizes problems in organization.
_____	_____	_____	5. (C) Uses writing to communicate effectively (discourse). <ul style="list-style-type: none"> a. Uses topic statements and maintains topic. b. Gives appropriate amount of information on a topic. c. Uses appropriate familiarity. d. Uses appropriate writing formats.
_____	_____	_____	6. (M) Uses content skills appropriately. <ul style="list-style-type: none"> a. Writes about an event, experience, or point of view. b. Adds important descriptive detail. c. Expresses original ideas, humor, and imagination. d. Uses age-appropriate vocabulary.
_____	_____	_____	7. (C) Shows appropriate organization in written composition. <ul style="list-style-type: none"> a. Sequences events or points logically. b. Reports a clear beginning, middle, and end. c. Presents details and facts to support the main idea.
_____	_____	_____	8. (WC). Uses an effective writing process (e.g., prewriting, drafting, proofing, and editing).

Codes = (C) Communication, (G) Grammar, (M) Meaning, (MC) Mechanics, (WC) Writing Concepts