

Teacher Checklist – Writing

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The Student:	Yes	No	N/A
1. Pre-writing			
* Shows consistent hand preference.	_____	_____	_____
* Holds pencil appropriately.	_____	_____	_____
* Copies simple shapes appropriately.	_____	_____	_____
* Reproduces simple shapes from memory.	_____	_____	_____
* Follows left to right orientation.	_____	_____	_____
* Uses space provided appropriately.	_____	_____	_____
* Work is reasonably neat.	_____	_____	_____
2. Writing Skills			
* Forms letters neatly.	_____	_____	_____
* Copies material correctly.	_____	_____	_____
– from the board	_____	_____	_____
– from the desk	_____	_____	_____
* Uses correct spacing.	_____	_____	_____
– for letters	_____	_____	_____
– for words	_____	_____	_____
* Writes on the lines provided.	_____	_____	_____
* Writes fluently, not slow and labored.	_____	_____	_____
* Recognizes own letter/number reversals.	_____	_____	_____
* Orients letters and numbers correctly.	_____	_____	_____
3. Written Language Skills			
* Learns spelling words as assigned.	_____	_____	_____
* Uses correct spelling in daily work.	_____	_____	_____
* Uses correct capitalization and punctuation.	_____	_____	_____
* Uses complete sentences in daily work.	_____	_____	_____
* Uses a variety of sentence structures.	_____	_____	_____
* Uses correct grammar in written work.	_____	_____	_____
– subject/verb agreement	_____	_____	_____
– question forms	_____	_____	_____
– negation	_____	_____	_____
– pronoun usage	_____	_____	_____
– plurals	_____	_____	_____
– possessives	_____	_____	_____
– other prefixes and suffixes	_____	_____	_____
* Formulates written thoughts without frustration.	_____	_____	_____
* Utilizes an outline as an idea organizer.	_____	_____	_____
* Writes a cohesive paragraph.	_____	_____	_____
– sequences story events	_____	_____	_____
– sticks to the topic	_____	_____	_____
– uses age-appropriate vocabulary	_____	_____	_____
– avoids fragments and run-on sentences	_____	_____	_____
* Uses writing effectively to communicate information.	_____	_____	_____
– personal letters	_____	_____	_____
– reports	_____	_____	_____
– stories	_____	_____	_____
4. Comments:			