**Before You Print Checklist**

**1. Read the story back to yourself:**

\_\_Does it make sense?

\_\_Did you forget words?

\_\_Did you make silly mistakes?

**2. Check formatting:**

\_\_Is your last name and page number in the upper right-hand corner of each page in grey? Do the page numbers change on every page?

\_\_Does your MLA heading look like this (**NOT IN GREY**!)?

Your Name

Mrs. Stroud

ELA -- Period #

16 May 2014

\_\_Is your title centered with the “center align” function key? Is the first letter of each important word in your title capitalized? (Do not underline, bold, or do anything else to the title)

\_\_Is all of your story written in Times-New Roman 12-point font?

\_\_Is your essay double-spaced?

\_\_Is every new paragraph indented with the “tab” key? New paragraphs created for dialogue also need to be indented.

**3. Proofread for Common Errors:**

\_\_Is your dialogue punctuated correctly?

“You need to make sure to put quotation marks around what is being said,” Mrs. Stroud reminded.

“And every time someone new speaks,” Miss Lamitina interjected, “make sure you start a new paragraph!”

“If you’re not sure how to write dialogue, grab any novel and study how the author does it,” Mrs. Stroud suggested. “When in doubt, look to the experts.”

\_\_Check your commas!!!!

\_After introductory elements and transitional words

\_In complex sentences

\_In compound sentences

\_In lists, dates, and between equal adjectives

\_In sentences that contain dialogue, commas go between the speaker and what that

person is saying.

\_\_Check your verbs and point of view:

\_Do you write consistently in either past or present tense?

\_Do you use active, lively verbs or over-rely on bland, boring verbs (is/was/are/etc.)

\_Is the point of view of your story consistent (first-person or third person).If you switch

point-of-view, is it clear and purposeful?

\_Check capitalization

-Proper nouns capitalized

-Seemingly important word not capitalized

\_Check spelling -- especially homophones and homonyms

-Do you mean their/they’re/there? Our/are/hour? Two/to/too? Your/you’re?

**4. Check length:**

\_\_Is your story at least five paragraphs (legitimate, developed paragraphs) and no longer than five pages?

**5. Reread the rubric:**

\_\_Does your work align with the grade you would like to earn on this assignment?

\_\_How many literary devices does your story include?

\_\_Have you updated your literary device index on the Writing Process Packet to include the page numbers and any new literary devices you’ve added on your final draft?

**6. Raise your hand and ask Mrs. Stroud if you can print.**

--Print double-sided.

\_Staple together your cover, story, and writing process packet.

**7. All done? Congratulations. You’re kind of like a real author :)**

\_Relax

\_Listen to music

\_Play a game online

\_But do NOT be a hooligan to your classmates by disturbing them, please-and-thank-you.