

English Language Arts Writer's Checklist
English II



As you write your essay, remember these important points.

Content:

- Read the instructions, the writing task, and the passage, and respond as directed.
- Present a clear central idea.
- Give enough details to support and develop your central idea.
- Use well-chosen information from the passage in your essay.
- Present your ideas in a logical order, and include an introduction and conclusion.

Style:

- Use words that express your meaning well.
- Write in complete sentences and use a variety of sentence types and lengths to make your writing easy to follow.

Sentence Formation:

- Write complete and correct sentences.

Usage:

- Write using appropriate subject-verb agreement, verb tenses, word meaning, and word endings.

Mechanics:

- Write using correct punctuation.
- Write using correct capitalization.
- Write using appropriate formatting.

Spelling:

- Write using correct spelling.

Directions for Writing



Follow the steps below to help you write a successful essay.

Step 1: Planning

- ✓ Read the instructions, the writing task, and the passage carefully.
- ✓ Think about what you will write before you begin.
- ✓ As you read the passage, jot down notes that will help you create your essay. Include relevant information from the passage to support your central idea.
- ✓ Use the paper provided by your test administrator for planning your composition and/or writing your rough draft.

Step 2: Drafting and Revising

- ✓ Type your essay in the space provided.
- ✓ To begin a paragraph, use the **Enter** key. Then use the **Tab** key or the space bar to indent the paragraph.
- ✓ Review your essay to make sure you have covered all the points on the Writer's Checklist.
- ✓ Read through your essay.
- ✓ Rearrange ideas or change words to make your meaning clear and improve your essay.

Step 3: Proofreading

- ✓ Read your final draft.
- ✓ Make any needed corrections.

Points to Remember:

- ✓ Only the **final draft** submitted online will be scored.
- ✓ Your essay will be scored on content (central idea, development of ideas, use of the passage, and organization); style (word choice, expression of ideas, and sentence variety); and conventions of language (sentence formation, usage, mechanics, and spelling).