

COLA

Content

- Does my introduction establish the purpose and topic?
- Do I have a definite beginning, middle, and end?
- Do all of the ideas relate to the topic?
- Does the title capture the topic and main ideas?
- Will any part of my paper be confusing or unclear to a reader?
- Does my ending leave the reader with something interesting to think about?

Organization

- Do the ideas follow each other in a logical order?
- Do all paragraphs have a main idea sentence and at least 2 supporting details?
- Are transitions between paragraphs and ideas clear?
- Is there enough information to support my main ideas?

Language

- Does each sentence sound right when I read it out loud?
- Does each sentence say what I mean?
- Do I use unusual words that make my writing interesting?

Appearance

- Does each sentence start with a capital and end with correct punctuation?
- Did I capitalize names, specific places, and titles?
- Are all words spelled correctly when I check by reading out loud backwards?
- Have I carefully examined my demon words and used a spelling guide?
- Is the overall appearance of the paper neat and clean?