

SEARCH

Set goals

- I've thought about who is the audience and the impression I want to give them; I want them to think. ..(e.g., my story is scary)
- My quality goal is ...(e.g., a score of 5 on a scale of 1-6 in word choice)
- My quantity goal is ...(e.g., at least 10 different descriptor words)

Examine paper to see if it makes sense

- I've read my paper out loud
- Each sentence and the whole paper makes sense
- No words have been omitted
- I've combined sentences that are too short and broken up ones that are too long

Ask if you said what you meant

- My ideas are clear and related to the topic
- The order of my ideas is logical

Reveal picky errors

- I've corrected all errors in spelling, capitalization, and punctuation that I found
- Someone else has double checked my work

Copy over neatly

Have a last look for errors

- I made sure my final copy doesn't have any new or remaining errors in it
- Someone else has checked my work one last time
- I did/did not meet my goals