Writer’s Checklist

You must remember to:

☑ Capitalize the first word of the sentence.
☑ Capitalize all proper nouns.
☑ Indent the first sentence of the paragraph.
☑ Use a period, a question mark or an exclamation point at the end of each sentence.
☑ Use a topic sentence for each paragraph.
☑ Use facts and examples to support the topic sentence.
☑ Have proper noun-verb agreement.
☑ Have details arranged in a logical manner.