Publication Checklist for the Paragraph

Name:_____**Date:** _____**Period:_____**

Directions: Please: 1) read over the draft you picked; 2) go through the checklist to make sure everything is included and correct. If you find errors or something is left out, change/fix it. Make sure you look for the 3 parts of everything, the grammar and mechanics, the correct transitions, and the content/focus.

1) ___ Heading is used and placed correctly typed in the upper right hand corner.

2) ___ There is a creative title, it is in 3rd person, it is capitalized correctly (Don't capitalize conjunctions, prepositions, and articles unless they begin the title) and is centered.

3) ___ The title IS NOT underlined and there is a space after both the heading and title.

4) ___ Paragraph is left hand aligned. Then indent the (TS) by using the tab key once and begin the indented paragraph with the identifier (TS).

5) ___ You've included all the identifiers (TS), (1st pt.) (Ex1), (Ex 2), (2nd pt.) (Ex1), (Ex 2), (3rd pt.) (Ex1), (Ex 2), (CS).

6) ___ The topic sentence includes the main topic, some statement about that topic, and has "the number of reasons" in it.

7) ___ There are at least 11 sentences. (If not, review your notes to see what's missing.)

8) ___ You have three "point sentences" which all start with transition words, include the main topic in new words, and have some point about the main topic.

9) ___ Each point sentence is followed with at least two example/explaining sentences with the first sentence explaining the point and the remaining ones showing a specific incident that actually occurred in the writer's life that proves the point.

10) ___ Your last sentence is a concluding sentence that begins with a transition, restates the topic in new words, and your three points in the same order and new words.

11) ___ There are NO spelling errors (checked for correctly spelled words but wrong words?)

12) ___ There are NO capitalization errors (Checked titles of a Survey, Article, Story, Book?)

13) ___ Each sentence starts with a different word and the same nouns, adjectives, verbs, and adverbs are **NOT** repeated throughout the paragraph.

14) ___ The word "thing" is not used. If it is, replace it with a more specific word.

15) ___ The 2nd person pronoun "you" is not used anywhere in the writing.

Now, TYPE your Published Perfect Paragraph and recheck everything above before you print. Please make sure that you use size 10-12 Times New Roman or Courier. Try to keep your typed final to only one page so you may have to adjust your paragraph to 1.15, 1.5, or 2.0 line spacing. **Remember, you may use a background and art on this**. Thank you.