

Writing Checklist

- Organize your ideas before start writing. You can use brainstorming, taking notes/writing down key words, making an outline, etc.
- What is the object of your writing: to describe? to tell a story? To express your opinion?...
- Does your writing follow the text structure: introduction, body and conclusion?
- Does your composition follow the structure specific for the type of text you are writing? (Ex. Opinion essay, description, letter, etc.)
- Do you state your thesis clearly?
- Do you follow a logical development of ideas?
- Is every main idea stated in independent paragraphs?
- Are paragraphs organized coherently? Do you use good transitions and connectors?
- Do you use conjunctions to link sentences?
- Is there unclear or repetitive information in your writing?
- Do you include examples or quotations if necessary for your text?
- Do you reference all your quotes appropriately (MLA style for example) and include them in the final bibliography? Check you did not write English words. If you need to use an English word because there is not Spanish equivalent, explain it in Spanish to your reader.
- If you include any reference to elements specific to your culture that it could be unknown in the Hispanic culture, explain briefly what it is. For instance, if you write: “Trabajo en JC Penny” your reader may not know what it is. “Trabajo en la tienda JC Penny” is a more clear sentence.
- Do you have a logical conclusion that summarizes the ideas well?
- Is the vocabulary level sophisticated enough?
- Did you type all Spanish accents and special characters?
- Once you finished writing, did you read your composition again to check for errors or any incoherence?