



Easy Steps to writing a paragraph or paper Checklist

Prewriting	<input type="checkbox"/>	1. Pick/narrow your topic and then state (in writing) your topic and purpose for writing. Example: (to compare/contrast Egypt and Yemen; to summarize the article "How Sharks Work," to explain how to make wudhu.
	<input type="checkbox"/>	2. List your main points or use a graphical organizer (word web, T chart, Venn diagram, etc).
	<input type="checkbox"/>	3. For each main point, list 1-3 details to explain or illustrate that main point.
	<input type="checkbox"/>	4. Make an outline from your list/graphical organizer.
	<input type="checkbox"/>	5. Think about graphics/charts and other visual aids you might use to support your ideas. List them and where you would get them from. (clip art, url, etc).
Writing	<input type="checkbox"/>	6. Write your topic sentence. This sentence sums up what you are writing about. Try to briefly list your main points in the sentence if appropriate
	<input type="checkbox"/>	7. Write a sentence for your first main point. <i>Begin with a transition word such as First, to begin, etc.</i> Transitional/Terminal Words from TJ.
	<input type="checkbox"/>	8. Write your details for the first main point in one or more sentences.
	<input type="checkbox"/>	9. Repeat steps 6-8 for each main point.
	<input type="checkbox"/>	10. Write a conclusion. The conclusion should begin with a terminal word or phrase (such as In conclusion, in short, etc) the conclusion should be a restatement of your topic sentence (but in different words).
	<input type="checkbox"/>	11. Make a title. Make sure the title matches the ideas of your topic sentence closely. Bold it and make the font a size larger than the body of your paragraph.
Revision	<input type="checkbox"/>	12. Go back and review/revise your paper for content: <ul style="list-style-type: none"> <input type="checkbox"/> Did you stay on topic? Make sure your supporting details actually support your main points and make sure your main points support your topic sentence. <input type="checkbox"/> Do your sentences make sense? Read them aloud and read only what you see, not what you think it should say. <input type="checkbox"/> Did you plagiarize? If you quote something, make sure the actual saying is in quotes and that you having cited your references. If possible, try to restate in your own words as much as possible unless you need to absolutely quote verbatim (word for word, i.e. ayah from the Quraan, or a hadith). <input type="checkbox"/> Can you make your verbs livelier? I.e. use exclaimed instead of said. <input type="checkbox"/> Can you add adjectives to make your writing more descriptive? <input type="checkbox"/> Can you replace nouns with more interesting synonyms? <input type="checkbox"/> Does your conclusion sum up your paper?
Proofread	<input type="checkbox"/>	13. Proofread your work for punctuation, spelling, and capitalization. Tip: look for one type of mistake at a time.
	<input type="checkbox"/>	14. Make sure you have indented your paragraphs.
Publish	<input type="checkbox"/>	15. Add Graphics and designs to enhance your work, but don't drown your paper in design and formatting
	<input type="checkbox"/>	16. Make your final copy and present it to your intended audience.
	<input type="checkbox"/>	17. You're done, alhamdulillah! Great job!

Teachers: Use to guide students through the writing process.
Students: Use as a checklist to help you write your paper or paragraph.

