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| Narrative Writing - Check and Edit  **Source - Dr. Kate Kinsella *Preparing English Language Learners*** |

Not Evident - Fix! Very Evident

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| --- | --- | --- | --- | --- |
| 0 | 1 | 2 | 3 | 4 |

Format

|  |  |
| --- | --- |
| 0 1 2 3 4 5 | 1. Is the paper typed typed using 12 font and Times New Roman font? |
| 0 1 2 3 4 5 | 2. Is the proper heading in the upper left corner?  -Name  -Date  -Class/Period |
| 0 1 2 3 4 5 | 3. Is each paragraph indented? |

Mechanics

|  |  |
| --- | --- |
| 0 1 2 3 4 5 | 1. Do all sentences begin with a capital letter? |
| 0 1 2 3 4 5 | 2. Are proper nouns capitalized? |
| 0 1 2 3 4 5 | 3. Do all sentences end in a period? |
| 0 1 2 3 4 5 | 4. Are commas used to separate transitions and items in a list? |
| 0 1 2 3 4 5 | 5. Are words spelled correctly? |

Grammar & Usage

|  |  |
| --- | --- |
| 0 1 2 3 4 5 | 1. Are conjunctions (when, although..) used to connect sentences? |
| 0 1 2 3 4 5 | 2. Are verbs written in the correct tense? |
| 0 1 2 3 4 5 | 3. Do subjects and verbs agree? |
| 0 1 2 3 4 5 | 4. Is the paper free from run-on sentences? |

Content

|  |  |
| --- | --- |
| 0 1 2 3 4 5 | 1. Does the narrative response address all aspects of the prompt? |
| 0 1 2 3 4 5 | 2. Is the response at least 250 words? (maximum response 350) |
| 0 1 2 3 4 5 | 3. Does the writer use academic and precise vocabulary? |
| 0 1 2 3 4 5 | 4. Does the writer express who she/he is, what matters to him/her and what he/she wants to share with a UC? |

**Proofreading and Editing Priorities**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_