

Conventions

Key Quality: Checking Spelling

THINK ABOUT:

- Have I used standard English spelling unless I chose not to for a good reason?
- Have I checked words with *ie* and *ei*?
- When adding suffixes to words, have I changed *y* to *i*, doubled the final consonant, or dropped the silent *e* when necessary?
- Have I checked my work for words I have trouble spelling?

Key Quality: Punctuating Effectively and Paragraphing Accurately

THINK ABOUT:

- Did I place quotation marks around dialogue and direct quotes?
- Did I punctuate complex sentences correctly?
- Did I use apostrophes to show possessives and contractions?
- Did I begin new paragraphs in the appropriate places?

Key Quality: Capitalizing Correctly

THINK ABOUT:

- Did I capitalize proper nouns for people, places, and things?
- Did I capitalize dialogue correctly?
- Did I capitalize abbreviations, acronyms, and people's titles correctly?
- Did I capitalize the title and/or other headings?

Key Quality: Applying Grammar and Usage

THINK ABOUT:

- Did I use special words such as homophones, synonyms, and antonyms correctly?
- Did I check my sentences for subject-verb agreement?
- Did I use verb tense (past, present, future) consistently throughout my piece?
- Did I make sure pronouns and their antecedents (the words they stand for) agree?