Summer Writing Checklist

Formatting
Do you…
- Have your writing double-spaced?
- Have everything typed in Times New Roman font size 12?
- Have each new paragraph indented?
- Use (last name page number) for each citation?
- Use present tense?

Content
Do you…
- Answer the question that was asked?
- Use evidence to support EACH argument you make?
  - Cite each piece of evidence, even if you’ve paraphrased it?
  - Use quotation marks and a citation every time you use words that aren’t your own?
- Explain how EACH piece of evidence proves your point?

Grammar and Diction
Do you…
- Avoid using first and second person in your writing?
- Write in complete sentences?
- Vary your sentence structure so you don’t have just simple or just complex sentences?
- Ensure that each of your pronouns has an antecedent?
- Use appropriate vocabulary for your audience?
- Avoid repeating phrases or ideas?