

# NEW JERSEY

## PROFICIENCY ASSESSMENT

# Writer's Checklist

### Important Points to Remember as You Write and Critically Read to Revise/Edit Your Writing

#### CONTENT/ORGANIZATION

- \_\_\_\_\_ 1. Focus on your purpose for writing and your audience.
- \_\_\_\_\_ 2. Develop a clear topic or central idea.
- \_\_\_\_\_ 3. Support your ideas with details, explanations, and examples.
- \_\_\_\_\_ 4. Put your ideas in the order that best communicates what you are trying to say.

#### SENTENCE CONSTRUCTION

- \_\_\_\_\_ 5. Use clear and varied sentences.

#### USAGE

- \_\_\_\_\_ 6. Use words correctly.
- \_\_\_\_\_ 7. Use varied and vivid vocabulary.

#### MECHANICS

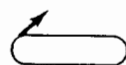
- \_\_\_\_\_ 8. Capitalize, spell, and punctuate correctly.
- \_\_\_\_\_ 9. Write neatly.

NEW JERSEY STATE DEPARTMENT OF EDUCATION



New Jersey Department of Education  
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## Revising/Editing Guide



shows where to move text

~~cross-out~~  
shows what to get rid of or change



shows what to insert



shows what text to add and where to add it

you may want to use editing

marks when you revise and edit,

insert change  
to move text, ^ text, or eliminate

text. Sometimes you may want to

add a sentence or paragraph. (A)

Whatever changes you make, be

sure to make your revisions and

editing marks clear to your readers.



If you want to add new text, label the new text with a letter or number. Then write the label to show where you are adding it.

What to consider when you revise and edit:

#### CONTENT/ORGANIZATION

- 1. opening and closing
- 2. development of key ideas
- 3. logical progression of ideas
- 4. supporting details
- 5. transitions

#### SENTENCE CONSTRUCTION

- 6. correct sentence structure (syntax)
- 7. varied sentence structure

#### USAGE

- 8. correct verb tenses
- 9. subject/verb agreement
- 10. pronoun usage and agreement
- 11. word choice

#### MECHANICS

- 12. spelling
- 13. capitalization
- 14. punctuation