

Conventions Support

Grammar and Usage

- ☐ Did I use complete sentences?
- ☐ Do I use verbals (gerunds, participles, infinitives) correctly?
- ☐ Have I used the correct verb voice (active or passive) throughout my writing?
- ☐ Did I use verbs in the indicative, imperative, interrogative, conditional, and subjunctive moods correctly?
- ☐ Are any of my sentences run-on sentences?
- ☐ Am I sure of the meaning of all the words I used? Did I use them correctly?
- ☐ Have I used the correct pronouns?
- ☐ Have I used adjective and adverbs correctly?

Mechanics: Punctuation and Capitalization

- ☐ Did I capitalize the first word in every sentence?
- ☐ Did I end every sentence with the correct punctuation mark?
- ☐ Did I use commas, ellipses, dashes, and other punctuation marks correctly?
- ☐ Did I capitalize proper nouns and the pronoun "I"?
- ☐ Are there any words that I capitalized that I shouldn't have?
- ☐ Did I indent each paragraph?

Spelling

- ☐ Have I spelled every word correctly?
- ☐ If a word is a homophone (*there, their, they're*), have I used the correct one?

Handwriting

- ☐ Is my handwriting neat and easy to read?