**English 9**

**Literary Composition Checklist**

Use this to proof your work before you hand it to TEAMS. Go through your draft copy and edit it using these guidelines.

* I have not used first person pronouns (I, you, your, me)
* I have not used contractions: I’m, can’t, won’t
* I have not used slang or colloquialisms or cliches (casual language)
* It is written in the present tense; characters are alive forever in literature: *Miss Ralston* ***is*** *a role model*.
* I have used the proper author, title
* I have written a proper lead-in statement, followed with a thematic statement
* I have provided evidence, both paraphrasing and minimum one direct quote
* All direct quotes are framed appropriately (i.e. as part of a sentence, or set off by colons after a complete sentence)
* I have integrated two connections in support of the theme statement: Gandalf and the person I chose
* I have included page numbers for all quotations
* All points and quotes support the THEME STATEMENT. There are no irrelevant quotes that do not add to the understanding of the topic
* I have corrected any awkward wording or phrases
* I have checked comma usage and other punctuation errors that may have been made in the first draft
* I have checked spelling and proper capitalization of words
* I have used a variety of transitional words, phrases and thoughts to guide the reader
* I have a concluding sentence that provides a ‘take-away’ for the reader
* I have used 1.5 spacing and set up my page properly: name, proper title, date etc.