

Writing Process	Points
<b>Planning:</b> made an events/details chart	
<b>Drafting:</b> wrote the first draft	
<b>Revising:</b> improved the first draft	
<b>Proofreading:</b> marked mistakes and corrected them	
<b>Publishing:</b> prepared the final draft and shared it with others	
<b>Writing Process Total</b>	

Content	Points
Has a title	
Tells events in the order that they happened	
Includes time-order words to keep the order clear	
Includes dialogue	
Has an opening that gets attention	
Has a closing that tells how you felt or what you learned	
<b>Content Total</b>	

Mechanics	Points
Uses punctuation correctly	
Uses capital letters correctly	
Uses correct grammar	
Spells words correctly	
<b>Mechanics Total</b>	
<b>Total Score = Writing Process + Content + Mechanics</b>	

**Revising Checklist**

1. My opening gets attention.
2. I told about the events in order.
3. I used time-order words and phrases to keep the order clear.
4. I included dialogue that makes my characters seem real.
5. I included descriptive details to make my experience vivid.
6. My closing tells what I learned or how I felt about what happened.

**Proofreading Marks**

Add  
 Delete  
 Capital letter  
 Lowercase  
 Move

**Proofreading Checklist**

1. I indented the first line of each paragraph.
2. I used complete sentences.
3. I put a capital letter at the beginning of each sentence.
4. I put a punctuation mark at the end of each sentence.
5. I used correct punctuation within sentences.
6. I looked for misspelled words.

**Proofreading Marks**

Add  
 Delete  
 Capital letter  
 Lowercase  
 Move

Add the following words to your personal spelling list:

Comments:

**Scoring Key**

- 3 points complete and correct
- 2 points complete and partially correct
- 1 point partially complete and partially correct
- 0 points not attempted or unacceptable

Closing: \_\_\_\_\_

Keep this chart to use in Lesson 15

Events	Details and Dialogue
1	
2	
3	
4	
5	

Topic: \_\_\_\_\_  
Opening: \_\_\_\_\_