

Your Name: _____

Story: _____

Section: _____

Issue #: _____

Making a List, Checking It Twice...

A Checklist for a Quality Piece of Writing

DID YOU...

- spell check?
- follow A.P. style?
- write a lead that grabs your readers' attention?
- read through for errors?
 1. put periods and commas inside quotes
 2. spell out only numbers one through nine (not ages)
- write to your audience?
- stick to your angle?
- make every statement clear?
- use only interesting and accurate quotes?
- use "Smith said," not "observed," "noticed," etc.?
- avoid non-specific words (*some, few, many, very*)?
- use active voice?
- use research that is attributed to a source?
- include at least two human sources, spelling their names correctly, for news/feature/sports?
- follow "best practice" for the type of story you were assigned? (news, sports, opinion)
- make sure each fact is accurate and cross-checked?

DID YOU ALSO...

- help your editor by suggesting a headline for your story here?

-
- attach this to the front of your draft?

Editor's feedback:

Editor's name: _____

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| Final draft due: |
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