

Sample Writing Process Checklist

Student: _____	Dates					
Pre-writing Can the student identify the specific audience to whom he/she will write?						
Does this awareness affect the choices the student makes as he/she writes?						
Can the student identify the purpose of the writing activity?						
Does the student write on a topic that grows out of his/her own experience?						
Does the student engage in pre-writing activities before writing?						
Drafting Does the student write rough drafts?						
Does the student place a greater emphasis on content than on mechanics in the rough drafts?						
Revising Does the student share his/her writing in conferences?						
Does the student participate in discussions about classmates' writing?						
Does the student make changes to reflect the reactions and comments of both teacher and classmates? If the student chooses not to incorporate suggestions, can he/she explain why not?						
Between first and final drafts, does the student make substantive or only minor changes?						
Does the student proofread his/her own papers?						
Does the student help proofread classmates' papers?						
Does the student increasingly identify his/her own mechanical errors?						
Publishing Does the student publish writing in an appropriate form?						
Does the student share this finished writing with an appropriate audience?						

Comments:

(McKenzie & Tompkins, 1984, p. 211. Used with permission of Indiana University-Purdue University at Indianapolis.)