

Checklist/Anecdotal Notes: The Mechanics of Language

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| Student: _____ | | Key: CU - Competent Use (of the concept/knowledge/skill) DCU - Developing Competent Use NE- No Evidence of Use |
| Concept/Knowledge/Skill | Date: _____ | |
| Comments | | Teachers may wish to add to or delete from the items in the above checklist. Teachers may also wish to comment on a student's ability to state the name and purpose of each of the checklist items, as well as to use each appropriately. In addition, it may be useful to keep a record of the instruction provided to each student and in what context it occurred. |
| End Punctuation <ul style="list-style-type: none"> • period • exclamation mark • question mark | | |
| Internal Punctuation <ul style="list-style-type: none"> • comma • semi-colon • colon • dash • hyphen • ellipsis | | |
| Print Techniques <ul style="list-style-type: none"> • italics • underlining • bold | | |
| Paragraph Indentions | | |
| Capitalization <ul style="list-style-type: none"> • sentence beginnings • proper nouns and adjectives • pronoun "I" • first word of direct quotations | | |