PEAKS Writer’s Checklist

PLAN before you write

• Read the question carefully.
• Think about what the question is asking about the passage.
• Read the passage again, as needed.
• Organize your ideas on scratch paper.

FOCUS while you write

• Think about the information from the passage as you write.
• Support the ideas in your response by using evidence from the passage.
• Use clear language, a variety of sentences, and transitions in your response.
• Include in your response an introduction, body, and conclusion.

PROOFREAD after you write

☐ I wrote my final response in the correct place.
☐ I wrote my ideas in my own words, except when quoting from the passage.
☐ I answered the question that was asked.
☐ I used evidence from the passage to support my ideas in my response.
☐ I used correct capitalization, spelling, sentence structure, punctuation, and word choice in my response.