

## **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.