



# Easy Steps to Writing a Great Paragraph or Paper



Teachers: Use this checklist to guide your students through the writing process  
Students: Use this checklist to guide yourself through writing your paper/paragraph

Prewriting	<input type="checkbox"/> Pick/narrow your topic and then state your topic and purpose for your benefit
	<input type="checkbox"/> Example: to compare/contrast two countries; to summarize an article, to explain how to make wudhu
	<input type="checkbox"/> List your main points or use a graphical organizer (word web, T chart, Venn diagram, etc).
	<input type="checkbox"/> Give 1-3 details for each main point above in item 2.
	<input type="checkbox"/> Make an outline from your list/graphical organizer
	<input type="checkbox"/> Think about graphics/charts and other visual aids you might use to support your ideas.
Writing	<input type="checkbox"/> Write your topic sentence. This sentence sums up what you are writing about. Try to briefly list your main points in the sentence if appropriate.
	<input type="checkbox"/> Write a sentence for your first main point. Begin with a transition word such as First, to begin.
	<input type="checkbox"/> Write your details for the first main point in one or more sentences.
	<input type="checkbox"/> Do steps 6 and 7 for each main point.
	<input type="checkbox"/> Write a conclusion. The conclusion should begin with a terminal word or phrase (such as In conclusion, in short, etc) the conclusion should be a restatement of your topic sentence (but in different words).
Revision	<input type="checkbox"/> Make a title. Make sure the title matches the ideas of your topic sentence closely.
	<input type="checkbox"/> Go back and review/revise your paper for content:
	<input type="checkbox"/> Make sure you stay on topic. Make sure your supporting details actually support your main points and make sure your main points support your topic sentence.
	<input type="checkbox"/> Make sure all your sentences make sense. Read them aloud and read only what you see, not what you think it should say.
	<input type="checkbox"/> Make sure you have not plagiarized. If you quote something, make sure the actual saying is in quotes and that you having cited your references. If possible, try to restate in your own words as much as possible unless you need to absolutely quote verbatim (word for word, i.e. ayah from the Quraan, or a hadith).
	<input type="checkbox"/> See if you can make your verbs livelier. I.e. use exclaimed instead of said.
	<input type="checkbox"/> See if you can add more adjectives to make your writing more descriptive.
	<input type="checkbox"/> See if you can replace any nouns with more interesting synonyms.
	<input type="checkbox"/> Make sure your conclusion sums up your paper.
<input type="checkbox"/>	
Proofread	<input type="checkbox"/> Proofread your work for punctuation, spelling, and capitalization.
	<input type="checkbox"/> Make sure you have indented your paragraphs.
Publish	<input type="checkbox"/> Add graphics and designs to enhance your work, but don't drown your paper in design.
	<input type="checkbox"/> Make your final copy and present it to your intended audience.

Put sheet in a plastic page protector and mark off items as you complete them.