



# MECHANICS OF WRITING CHECKLIST



**READ THIS LIST. READ YOUR WORK. THEN TICK OFF THE CHECKLIST.**

ISSUE	CHECKED?
Apostrophes – ONLY for shortening words and ownership	
“I done” should be “I did”	
Don’t write sentences of more than 25-30 words	
Only have capital letters at the start of sentences and for proper nouns	
Confused “your” and “you’re”	
Confused “there”, “their” and “they’re”	
Write formally: don’t use “I” (unless told to), “/”, “&”, “etc.”, “e.g.”, “i.e.”, “wanna”, “heaps”, “stuff”	
“could of/would of/should of” are incorrect – should be “could/would/should have”	
Confused “to/ too/ two”	
Confused “much/many”: much = for product that can’t be counted (e.g. water), many = individual thing that can be counted	
Confused “then/than”. then = something happening after something else, than = comparing	
Subject / verb agreement. If the subject is a plural, the verb must be too. (e.g. there ARE towels in the closet)	
Too many commas. Instead of long sentences with lots of commas, use shorter sentences and no commas.	
Punctuation goes outside the quotation marks	
Spell out numbers ten and below in full	
Don’t start a sentence with and, but or because	
A full sentence should have a subject (doer), verb (action) and an object (thing the verb is happening to)	
Use the same tense (future, present, past) in the whole text	
Paragraph structure: topic sentence, example, explanation	
Too many boring words: very, good, bad, amazing, weird, interesting, crazy, mad, funny, strange, extremely	
alot is not a word. It should be “a lot”	
Has it been read aloud? Has it been read aloud to someone else?	