

## Style

- \_\_\_ I used precise, descriptive words.
- \_\_\_ I used action verbs wherever possible.
- \_\_\_ There is a good mix of long and short sentences.
- \_\_\_ The sentence structure is varied.
- \_\_\_ The writing sounds natural, not stiff and formal.
- \_\_\_ I wrote clearly and eliminated unnecessary words.
- \_\_\_ I found interesting ways to explain some facts.
- \_\_\_ Quotations are exactly right, word for word.
- \_\_\_ Quotations fit into the text in a natural way.

## Spelling and Grammar

- \_\_\_ The report has been spell-checked.
- \_\_\_ The report has been grammar-checked.
- \_\_\_ I have used the correct spelling for words that sound alike.
- \_\_\_ I have used the same verb tenses throughout the report.

