

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Procedural Writing Checklist

Read through your procedure and make sure you have included all the important parts of a procedure.

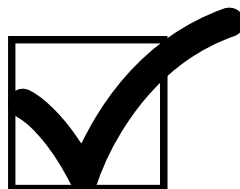
**I CAN:** include a title on my procedural writing.

**I CAN:** list all the materials needed to do my procedure.

**I CAN:** label all the steps that need to be done in my procedure.

**I CAN:** put all my steps in sequential order.

**I CAN:** can use transition words like 'First', 'Next', 'Then', and 'Finally'.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Proofreading Checklist

To **proofread** means to read a piece of writing and correct any errors. Read through your procedure and look for errors.

**Spelling** - My words have correct spelling.

**Punctuation** - . , ! ? " " ' "

**Ideas** - My writing makes sense.

**Capitals** - My sentences begin with a capital letter. Names have capital letters, too.

**Omitted Words** - My sentences are not missing any words.

