**Checklist for Effective Writing**

How can you tell if something you read or write includes the traits of effective writing? You can use the following checklist.

**Strong Ideas**

*The Writing*

\_\_\_\_ presents important and interesting information.

\_\_\_\_ has a clear focus or purpose.

\_\_\_\_ holds the reader’s attention.

**Logical Organization**

\_\_\_\_ includes a clear beginning, middle, and ending.

\_\_\_\_ uses specific details to support main ideas.

**Appealing Voice**

\_\_\_\_ shows enthusiasm for the topic.

\_\_\_\_ speaks in a pleasing and sincere way.

**Original Word Choice**

\_\_\_\_ contains specific and colorful words.

\_\_\_\_ uses a level of language that the audience can relate to.

**Effective Sentence Style**

\_\_\_\_ flows smoothly from sentence to sentence.

\_\_\_\_ uses varied sentence beginnings and lengths.

**Accurate Copy S**

\_\_\_\_ follows the basic rules of grammar, punctuation, and spelling.

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