

Planning Form

Date: _____

Name: _____

Assignment: _____

I. Content

- 1. General Topic _____
- 2. Limited Subject _____
- 3. Working Title _____

II. Theme

- 1. Purpose of composition stated in one sentence _____

III. Process

- 1. Think, Discuss, Research
- 2. Write
- 3. Organize and Improve
- 4. Proofread
- 5. Publish

IV. Proofreading

- | | | | |
|-----------------|--------------------------|------------------------------------|--------------------------|
| Is the writing | | Does it have correct | |
| 1. Clear? | <input type="checkbox"/> | 5. Punctuation and capitalization? | <input type="checkbox"/> |
| 2. Concise? | <input type="checkbox"/> | 6. Sentence structure? | <input type="checkbox"/> |
| 3. Gracious? | <input type="checkbox"/> | 7. Paragraph construction? | <input type="checkbox"/> |
| 4. Interesting? | <input type="checkbox"/> | 8. Spelling? | <input type="checkbox"/> |

Comments: _____

