

Writing Conventions Checklist

<i>In your writing, be sure to:</i>	<i>Examples:</i>
<p>_____ use correct spelling.</p> <ul style="list-style-type: none"> ○ Homophones - words that sound the same but are spelled differently • Plural nouns ❖ Double the consonants before adding a suffix if the word has... 	<ul style="list-style-type: none"> ○ there = a location ○ their = possession or belonging ○ they're = they are (a contraction) ○ its = possession or belonging ○ it's = it is (a contraction) ○ to = direction, relationship ○ too = amount (too much), "also" ○ two = the number 2 • Add -es to -s -sh -ch -x -z endings: bus -> buses, watch -> watches • Change to -ves if ends in -f or -fe: life -> lives, shelf -> shelves • Change -y to -ies IF ending is consonant+y: baby -> babies ❖ ...1 syllable, 1 short vowel, or 1 consonant. <i>Examples:</i> ❖ run + er = runner ❖ swim + ing = swimming ❖ sun + y = sunny ❖ <i>Non-examples:</i> ❖ happen + ing = happening (2 syllables) ❖ feel + ing = feeling (long vowel sound) ❖ kick + er = kicker (2 consonants)
<p>_____ use question marks.</p> <ul style="list-style-type: none"> ○ When asking a direct question 	<ul style="list-style-type: none"> ○ Where is your house? ○ Do I need a coat?

<p>_____ use correct capitalization.</p> <ul style="list-style-type: none"> ○ Proper nouns • The pronoun "I" ❖ The first word of each sentence ➤ Book, Movie, TV titles 	<ul style="list-style-type: none"> ○ Spokane ○ Chase Middle School • My sister and I walked to the store. ❖ When are you coming home? ➤ Walk Two Moons ➤ Sonic the Hedgehog
<p>_____ use commas correctly.</p> <ul style="list-style-type: none"> ○ After "Yes" and "No" • In letter greetings and closings ❖ To separate parts of an address ➤ To separate an introductory word or phrase from the sentence 	<ul style="list-style-type: none"> ○ Yes, the assignment is due tomorrow. • Dear Principal Chase, • Sincerely, ❖ 4747 37th Ave, Spokane, WA 99223 ➤ Also, the wi-fi has been out all day. ➤ Galloping quickly, the horse crossed the field.
<p>_____ use apostrophes correctly.</p> <ul style="list-style-type: none"> ○ Singular possessive • Plural possessive ❖ Contraction 	<ul style="list-style-type: none"> ○ You can drive Chris's car. • My parents' house is next door. ❖ they are = they're ❖ it is = it's
<p>_____ use pronoun families</p> <ul style="list-style-type: none"> ○ Pronouns referring to the same noun must agree. 	<ul style="list-style-type: none"> ○ I, me, my, mine, myself ○ he, him, his, himself ○ she, her, hers, herself ○ they, them, their, theirs, themselves ○ we, us, our, ours, ourselves ○ it, its, itself