## What Good Speakers, Writers, and Representers do After Speaking, Writing, and Representing

After

Speaking,

Writing, and

Representing

- Have I included everything I want to say? Do I need to add any other information? Are there enough details? Do I need to take anything out? Is the writing interesting?
- Does the writing achieve the purpose? Are there unrelated ideas that distract the listener, reader, or viewers?
- Do I have an introduction?
- Is my main idea clearly developed and supported?
- Is my order clear?
- Are the ideas and details arranged in an effective order?
- Are the connections between ideas and sentences clear?
- Do I have a good ending?
- Are my sentences clear and complete?
- Do my sentences read smoothly?
- Is the sentence structure varied?
- Do the subjects and verbs agree?
- Does my language fit the audience and purpose?
- Have I used the best words?
- Have I used any words too many times?
- Have I left out any words?
- Are my words spelled correctly?
  - Did I proofread for capitalization and punctuation?
  - Is it audible?
  - Is my polished draft legible?
  - Is the layout clear?

Revise for Content and Meaning (adding, deleting, substituting, and rethinking)

Revise for Organization (reordering)

Revise for Sentence Structure and Flow

Revise for Word Choice, Spelling, and Usage

Proofread for Mechanics and Appearance (Punctuation and Capitalization)

- What is the part that you like best?
- Does it say what I wanted it do say?
- Does it have a clear focus?
- Does it make sense? Is it interesting?
- Does it give the intended reaction?
- Is it clear and easy to understand? Is it appropriate for my purpose and audience?
- How can it be improved?
- What could I do next?
  - What does quality speaking, writing, representing look and sound like?
  - Is my presentation ready?
  - In what context (situation) will my listeners, readers, or viewers engage with my text?
  - How will this context affect its presentation?
- Share Final Product, Reflect and Consider Feedback, and Celebrate Learning

Polish, Practise, and

**Decide How the Work** 

will be Shared and/or

**Published** 

Confer with Peers,

**Teacher, or Others** 

- What is the listeners, readers, or viewers response?
- What worked well?
- What would I try next time?
- What lessons have I learned from this experience?



