Memoir Checklist

Do NOT print your final copy of your memoir until you have completed the following. You need highlighters and colored pens/pencils to do this.

Check each off when it is **completed**.

**Formatting:**

\_\_\_\_\_ 1. Essay has a **title that is capitalized and centered**: put a check by the title (title is NOT

“Memoir”)

\_\_\_\_\_\_2. Is the essay **double-spaced in size 12 font or larger**?

\_\_\_\_\_\_ 3. Essay is **1-2 typed pages.**

**­**\_\_\_\_\_\_4. Do you have **paragraphs**? This is a **multi-paragraph essay**…not a single paragraph!

***Is the first line of each paragraph indented?***

**Content:**

\_\_\_\_\_\_ 1. Essay is about **one** memory/experience from which **you learned an important life lesson**.

\_\_\_\_\_\_ 2. Is your memoir organized in **time/chronological order**? Does it make sense?

\_\_\_\_\_\_3. Draw a box around transitions. (If you don’t have many boxes, you may need to add transitions.)

\_\_\_\_\_\_ 4. *Highlight in* ***yellow*** your **lead** .(Is it interesting?)

\_\_\_\_\_\_ 5. *Highlight in* ***yellow*** your **closing** .(Does it end your story?)

\_\_\_\_\_\_ 6. Underline in black **who, where, when and *label in the margin*.**

\_\_\_\_\_\_7. **Circle** your **THEME** and put a **star** beside it; lesson learned should be **clearly stated**

**in an “I learned…” or “This taught me...” sentence.**

\_\_\_\_\_\_8. ***Underline in******red*** ALL examples of **emotions/feelings** and ***label*** in the margin.

\_\_\_\_\_ 9. ***Underline in******blue*** All examples of **thoughts** and ***label*** in the margin.

*If you don’t have much underlined in* ***blue*** *and* ***red****, that means you don’t have enough thoughts and emotions. You need to add some to your paper*!

**Mechanics:**

\_\_\_\_\_\_ 1. Check **spelling** – including homophones: there, their, there, two, to, too, your, you’re

\_\_\_\_\_\_2. Check **grammar**; correct sentence fragments; run-ons, sentence construction, **capitalization**, and **punctuation**.

\_\_\_\_\_\_3. Check for **sentence variety**; do NOT begin all sentences the same way.

\_\_\_\_\_\_4. ***Highlight in blue*** **2** different **sentence beginnings** you used from the list of sentence starters practiced in class.

\_\_\_\_\_\_ 5. ***Highlight pink*** one **ba-da-bing** **sentence**.

\_\_\_\_\_\_ 6. Did you use precise, descriptive **word choice**? ***Highlight in green* 5** words that you specifically and thoughtfully used to convey your meaning.

After you have **completed** this check list**, you now need to go back and make any final corrections and revisions to your** **electronic copy and print your final copy.** Turn in 1) your 1st draft, 2) your second draft with the above annotations and this checklist, your peer editing sheet, and 3) your final, clean draft.