

Final Draft Master Checklist

Use this when polishing your finished writing. Tick each section as you complete it.

Name: _____ Date: _____ Title: _____

LAYER 1: GRAMMAR (see L42)

- Capital letters all correct
- End punctuation on every sentence
- Subject-verb agreement throughout
- Tense consistent (no switching)
- Articles (a/an/the) used correctly

LAYER 2: PUNCTUATION (see L43)

- Commas separate items in lists
- Apostrophes for contractions (I'm, can't) and possession (Sam's)
- Speech marks around dialogue
- Question marks on questions, exclamation marks on exclamations

LAYER 3: CLARITY (see L44)

- Read aloud - does it sound right?
- No repeated words too close together
- No vague words (nice, thing, got, stuff)
- Strong verbs replace weak ones (sprinted, not went fast)
- Sentences not too long or too short

LAYER 4: COHESION WITHIN PARAGRAPHS (see L49)

- Each paragraph has a clear topic
- Sentences inside flow logically (no surprising jumps)
- Reader can follow without getting lost
- Details support the topic sentence

LAYER 5: COHESION BETWEEN SENTENCES & PARAGRAPHS (see L50)

- Time connectives link sentences (then, after, finally)
- New paragraphs start a new idea, scene, or speaker
- Each paragraph leads naturally to the next
- The whole piece reads smoothly aloud

LAYER 6: READER EXPERIENCE (see L51)

- Could a reader who doesn't know me understand this?
- Have I varied my sentence types and lengths?
- Does it sound like ME?
- Have I matched my tone to my audience?
- Does the ending feel complete?

Once every box is ticked, your writing is ready to share!

Read it once more for the joy of it.