

Understanding



Can others easily understand?

Use meaningful words. Ask yourself:

- Have I selected 'just the right words': precise words, or the best words to say what I mean?
- Have I used only the words I need?
- Are all my adjectives meaningful to others?
- Do my adverbs add or enhance meaning?
- Have I chosen words which help readers to imagine what I am writing about?

Are my sentences easy to understand? Are my sentences accurate?

- Do my sentences make sense?
- Are sentences in the right order?
- Are paragraphs in the right order?
- Do my sentences have varied beginnings?
- Have I varied sentence types?
- Are my tenses correct?
- Do my sentences contain the details readers need to know who, what, where, when, why, or how?

Handwriting should be legible. Could others easily read what I have written?

- Are my letters and words easy to read?
- Do spaces between words make my writing easy to read?