

# Final Draft Checklist for a Report on an Interview

Most of writing is rewriting. When rewriting your interview paper, here is a checklist of what to review to improve your rough draft. I have separated these into two groups. Focus on the first group on your first rewrite of the report, and the second group when you're writing your final draft.



## Review 1

- \_\_\_\_\_ There is a variety of sentence lengths (short, medium, and long).
- \_\_\_\_\_ There is a variety of sentence types (simple, compound, complex).
- \_\_\_\_\_ There are no run-on sentences.
- \_\_\_\_\_ There are no sentence fragments.
- \_\_\_\_\_ The paper has a title.
- \_\_\_\_\_ The introductory paragraph lets the reader know who the subject of the interview is.

## Review 2

- \_\_\_\_\_ The subject's name is always spelled correctly.
- \_\_\_\_\_ All other names (family members, friends, places, etc.) are spelled correctly.
- \_\_\_\_\_ All capitalization is correct.
- \_\_\_\_\_ All punctuation is correct.
- \_\_\_\_\_ Any other grammar rules you know are followed correctly.