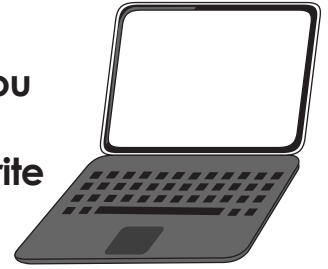# Publishing Checklist and Reflection

Name: _____

Instructions: Use the checklist below to evaluate writing that you have typed on your Chromebook, laptop, or other electronic device. After evaluating your work, use the space below to write a reflection and plan your next steps.

☐ Which font did I use? _____

☐ Does my font match my purpose?

☐ Did I use spaces correctly? I checked to see that there are no extra spaces.

☐ Did I use paragraph indenting correctly?

☐ Do my pictures and illustrations match my text? Are they the best examples for my writing?

My Next Steps

When I proofread my published writing, I noticed…

_____

_____

_____

I need to improve…

_____

_____

_____

My next steps and plan of action are…

_____

_____

_____