# Biography Checklist

Name ________________________________ Date ____________

Title ______________________________________________________________________

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not Sure*</th>
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1. My biography has a strong lead.  ___  ___  ___
2. My biography is logically sequenced.  ___  ___  ___
3. My biography includes the person’s date and place of birth.  ___  ___  ___
4. My biography includes important events from the person’s life.  ___  ___  ___
5. My biography describes the person’s personality.  ___  ___  ___
6. My biography quotes the person or someone who knew/knows the person.  ___  ___  ___
7. My biography explains why the person is worthy of a biography.  ___  ___  ___
8. My biography has a strong ending.  ___  ___  ___
9. My biography is written in third person.  ___  ___  ___
10. I included comparatives and superlatives in my biography to make my writing clearer.  ___  ___  ___
11. I used a complex sentence structure in my biography.  ___  ___  ___
12. I used descriptive words to tell about people, places, and events.  ___  ___  ___

**Quality Writing Checklist**

I looked for and revised . . .

- incomplete sentences.  ___  ___  ___
- subject/verb agreement.  ___  ___  ___
- correct verb tense (regular and irregular in the past tense).  ___  ___  ___
- correct use of numbers versus numerals.  ___  ___  ___
- correct use of B.C.E./C.E. where appropriate.  ___  ___  ___
- punctuation.  ___  ___  ___
- capitalization.  ___  ___  ___
- spelling.  ___  ___  ___
- indented paragraphs.  ___  ___  ___

* Confer with your teacher about checklist items you are not sure you have addressed.