**essay typing checklist**

* Write a heading.
* Double space entire document (or 1.5).
* Use size 12 font. (Any style is fine but NO CAPS!)
* Do NOT title your essay!
* Make sure the title of the novel is underlined.
* Do a spell-check.
* Do a grammar check.
* Reread your essay.
* Have the computer read it to you.
* Edit your response.
* Share with a peer partner.
* Collaborate with your partner listening to his/her advice.
* Decide if you would like to make changes based upon his/her suggestions.
* Edit.
* Reread your response one more time.
* Share with dtrahey@commack.k12.ny.us