

Write across many lines and pages.

Use transition words like first, next, then, after, last, and finally, to organize my writing.

Stay on topic and cut out information that is not important.

Expand on my ideas and describe my characters.

Use capital letters for characters' names and at the beginning of sentences.

Revise my work.

Check that I have used the right punctuation (!.?) at the end of sentences.

Write as neatly as I can so readers can read my work.