Part-Write the Following

prepare all chord member 7ths
resolve all chord member 7ths down (immediately or delayed)
resolve all leading tones up by half step
resolve all tritones (diminished fifth "in" / augmented fourth "out")
avoid parallel perfect fifths and octaves

use proper spacing (no more than 2 octaves between bass + tenor; no more than 1 octave between soprano + alto, between alto and tenor