

CHECKLIST

COMMUNICATION

Is the writing clear? How easy is it to understand?
Does the reader have all the information they need?
Is there too much information?
Has any information been repeated?

ORGANISATION

Is the opening paragraph appropriate? Does it make the reader want to go on reading?
Is the information and ideas logically organised?
Are there paragraphs, sections or headings to help the reader? Are they clearly linked using discourse markers?
Does the closing paragraph round up the story?

LAYOUT AND STYLE

Have you used the right layout for this type of writing?
How formal or informal is this type of writing? Is this appropriate?

GRAMMAR

Have you used the right verb forms? Is there a clear time reference?
Have you used a variety of structures? Are the structures appropriate for the level required? Have you used them correctly?

VOCABULARY

Is your vocabulary varied enough? Is it appropriate for the task set? Is it too formal / informal?
Is it appropriate for the level required?

PUNCTUATION AND SPELLING

Does the punctuation make it easy to read your writing exercise?
Have you checked difficult words are spelt correctly?
Have you used capital letters correctly?