

### Writing Mark Checklist

You should always check your writing before you give it to your teacher to mark or when you are doing exams. If you check your work carefully, you will get a better mark! You should read your work many times. Have you done the things below?

#### Answering the question

1. answered the question?
2. included all the information in the question?
3. used the right format e.g. a letter with address, date, dear...?
4. tried to make it interesting by using adjectives & adverbs?
5. written neatly?
6. made headings?


#### Punctuation & Spelling marks

7. used paragraphs?
8. checked the full stops, commas, question marks, etc.?
9. checked capital letters for the beginning of sentences, names of people, cities, countries, companies, languages, nationalities, etc.?
10. used words to link your writing e.g. first, next, because, and, but, etc.?
11. checked that your sentences do not start with and, but, or, because?


#### Grammar

12. checked a-to/ife before the noun?
13. checked the nouns are singular (s) or plural (s+es)?
14. checked the order of words in the sentence?
15. checked if the nouns match the verbs? E.g. he goes - \*he go-s
16. tried to use grammar you have learnt in class?
