Writing checklist

When you have finished your writing task, make sure you have done the following:

1. Did you check your spelling carefully? Use a dictionary for words you are not sure about.

2. Check your grammar e.g.
   - Have you used the articles (a/an/the) correctly?
   - Have you used the correct verb form (tense)?
   - Have you used the correct verb endings?
   - Check your subjects and pronouns (he/she/they)
   - Check your pronouns (him/her/them/his/hers/their)
   - Check your referencing words (it/them)
3. Check your punctuation e.g.
   - Did you use a capital letter at the beginning of each sentence?
   - Is there a full stop at the end of each sentence?

4. Are your sentences clear and easy to read? Perhaps you need to make them shorter and less complex

5. Are your sentences too short? Perhaps you can use some linking words (and/so/therefore/while)

6. Do you have the heading, date and your name on the paper?

7. Did you answer the questions fully?

8. Did you use your own words?

9. If you copied or quoted something, make sure it is referenced properly

10. Did you finish everything you were asked to do?

11. Is your work organised? Make sure that your teacher will be able to correct your work easily

12. What other mistakes do you often make? Check these too