

My Big Writing Checklist

Instructions

- Written a title
- Included what ingredients and equipment is needed
- Written in the present tense and second person
- Used time adverbials to sequence events
- Used imperative verbs
- Written in short, concise sentences
- Included a picture to show what the final product looks like

Discussion

- Written a title or question
- Included an introduction
- Separated work into paragraphs and expanded these with detail
- Included points for
- Included points against
- Written in present tense
- Included logical conjunctions
- Remained balanced throughout the discussion
- Used conditional phrases
- Written a short conclusion where you take a side based on all opinions presented

Information Texts

- Written a title
- Included an introduction
- Separated work into paragraphs with sub-headings and expanded these with detail
- Started each paragraph with a topic phrase
- Written in present tense and third person
- Included technical vocabulary
- Included generalisers
- Included a range of facts
- Written a short conclusion

Persuasion

- Written a title
- Included an introduction presenting the topic
- Separated my work into paragraphs
- Written in present tense
- Included facts to help my argument
- Included alliteration
- Used exaggeration (hyperbole)
- Used strong adjectives for a purpose
- Used rhetorical questions
- Presented opinions as fact
- Written a short conclusion

Newspapers

- Written a headline and sub-heading
- Written in columns
- Written in the past tense
- Included what, where, who, when, how and why
- Used quotes to develop the story
- Broadsheet - Factual, serious, unbiased
- Tabloid - Dramatic, exaggerated, obvious bias, less facts and more speculation

Narrative

- An effective opening that leads into a good plot
- Varied sentence lengths
- Paragraph breaks
- Stylistic devices e.g. personification, similes
- Dialogue
- Varied sentence openings
- Time links to gloss over unimportant sections e.g. next morning
- Use powerful verbs to describe actions
- Use effective adverbs and adjectives to add detail