

Writing checklist

Run through this before you hand in. The high-priority items cost the most marks.

GENERAL — ALL TEXT TYPES

- ☐ Read the task twice — underlined text type, audience, word count, and all bullet points. **(high priority)**
- ☐ Bullet point 1 is addressed with a full paragraph of development. **(high priority)**
- ☐ Bullet point 2 is addressed with a full paragraph of development. **(high priority)**
- ☐ Bullet point 3 is addressed with a full paragraph of development. **(high priority)**
- ☐ Word count is within $\pm 10\%$ (360–440 for 400-word tasks; 225–275 for 250-word tasks).
- ☐ Every body paragraph starts with a clear topic sentence.
- ☐ Used at least 5 different B2 linking words (Furthermore, However, Consequently...).
- ☐ Did NOT copy words or phrases directly from the task prompt. **(high priority)**
- ☐ Used at least 2 complex structures (passive voice, conditional, relative clause).
- ☐ Proofread for personal weaknesses (articles, third-person -s, tenses).

ESSAY — SPECIFIC

- ☐ Wrote a clear, relevant title.
- ☐ Opinion clearly stated in the introduction.
- ☐ Formal register throughout — no contractions, no slang.
- ☐ Avoided personal anecdotes — used general/hypothetical examples.
- ☐ Conclusion restates opinion in different words (not copied from intro).

ARTICLE — SPECIFIC

- ☐ Title is catchy — rhetorical question, alliteration, or bold statement.
- ☐ Wrote with a clear target audience in mind and matched register.
- ☐ Used at least one rhetorical question to engage the reader.
- ☐ Included at least one personal example or anecdote.
- ☐ Conclusion leaves the reader thinking or calls them to action.

REPORT — SPECIFIC

- ☐ Header includes Date, From, and Subject. **(high priority)**
- ☐ Every section has a clear heading. **(high priority)**
- ☐ Used objective, neutral language — no "I think" or emotional words in the body.

- ☐ Included specific data / statistics when presenting findings.
- ☐ Conclusion includes clear, formal recommendations.
- ☐ Did NOT include a greeting (Dear Sir/Madam) — reports don't have one.

BLOG — SPECIFIC

- ☐ Included username and date/time at the top.
- ☐ Blog post: wrote attention-grabbing title. Blog comment: no title needed.
- ☐ Wrote in a personal, informal voice with a distinct personality.
- ☐ Blog comment ONLY: opening sentence references the original post by name. **(high priority)**
- ☐ Blog post: conclusion invites readers to comment.

E-MAIL — SPECIFIC

- ☐ Header includes To, From, Date, and Subject line. **(high priority)**
- ☐ Used a formal greeting (Dear Sir or Madam, / Dear Mr/Ms [Name],).
- ☐ First sentence states clearly why I am writing.
- ☐ Correct sign-off: Yours faithfully (name unknown) / Yours sincerely (name known).
- ☐ No contractions used (wrote "do not" not "don't").
- ☐ Followed conventions for sub-type (complaint / application / letter to editor / enquiry).