Writing checklist

Use this in the last 7 minutes, or after a practice piece. Be honest: an unticked box is the thing to work on next time.

Persuasive

Argument

- ☐ My position is clear in the first paragraph
- ☐ Each body paragraph makes one clear point
- ☐ Each point is backed by an example, fact or expert view
- ☐ I explain why the evidence supports my position
- ☐ I address a counterargument and rebut it

Persuasion

- ☐ I use a range of devices, not just one
- ☐ My modality is deliberate: *must*, *should*, *could*
- ☐ My tone suits the audience and stays consistent
- ☐ My conclusion does more than repeat the introduction

Cohesion

- ☐ Linking words connect ideas within and between paragraphs
- ☐ Each paragraph opens with its main point

Narrative

Story

- ☐ The opening drops the reader into a moment
- ☐ There is a clear complication and rising tension
- ☐ The climax is a turning point or decision
- ☐ The resolution shows change or leaves the reader thinking

Craft

- ☐ Characters are shown through action, dialogue and thought
- ☐ The setting creates a mood
- ☐ I use at least one deliberate technique (imagery, flashback, figurative language)
- ☐ Sentence length varies for effect

Control

- ☐ Tense and point of view are consistent
- ☐ Dialogue is punctuated and paragraphed correctly

For both

- Sentences are complete, with no run-ons
- Commas, apostrophes and colons are correct
- Ambitious words are spelt correctly
- Vocabulary is precise, not repeated
- Paragraphs change with each new idea, time or speaker
- Next time I will focus on: _____

What I will work on next time Pick one or two unticked boxes

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