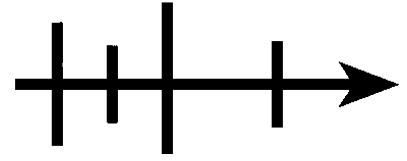


Checklist for writing



Recounts

Purpose

To retell events

Text Structure

Setting the scene, the opening event

The events as they occurred

A closing statement (with elaboration)

Language Structure

Past tense

Chronological Order

Connectives that signal time

Focus on individual or group (we, I)

Have you?

Given details to bring incidents to life?

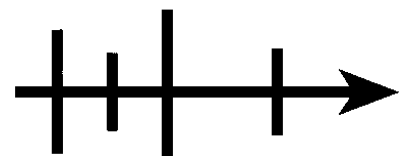
Used specific names of people, places, objects etc?

Included any incidents that will amuse or interest the reader?

Remembered the When? Who? Where? What? And

Why sequence?

Ended by commenting on events?



Checklist for writing Instructions and Procedures



Purpose

To describe how something is done through a series of sequenced steps

Text Structure

Give a statement of what is to be achieved.

List the material/equipment that is needed in order.

Sequence the steps.

Use of appropriate diagrams or illustrations

Language Structure

Imperative verbs

Chronological order

Use of numbers, alphabet or bullet points and colour to signal order

Focus on the general (people, they) rather than named individuals (Jamie, Mr. Smith)

Have you?

Used a title to explain what the instructions are about?

Used short sentences and only used adjectives where necessary?

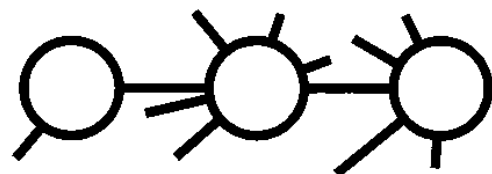
Made the instructions sound easy Eg. *You are only four simple steps away?*

Tried to draw the reader in, eg. *Have you ever been bored - well this game will... This is a game everyone loves...*

Reread to check whether someone could successfully follow your instructions?



Checklist for Writing Explanations



Purpose

Explain the processes involved in something (either natural or social) **or**

Explain how something works

Text Structure

Introduction - a general statement to introduce the topic

Used a series of logical steps to explain how something occurs or works

Followed this through to the conclusion where something is either produced or the explanation complete

Language Structure

Present tense

Used connective that signal time, eg. *then, next, several months later*

Used causal connectives, eg. *'because, so, this causes'*

Have you?

Used a title that relates to what you're writing about?

In the first paragraph introduced the subject to the reader?

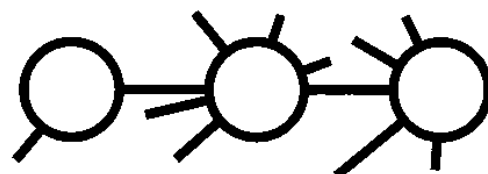
Used any diagrams, charts, illustrations or flow charts?

Explained why something works or happens?

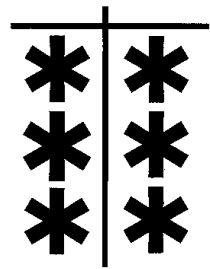
Used a glossary for any specialised terminology?

Tried to draw the reader in e.g. *not many people know that..., strange as it might seem...*

Reread to check that the explanation is really clear?



Checklist for Discussion Text



Purpose

Present arguments and information from differing viewpoint

Text Structure

Introduction: State the issue and outline the main argument

- Arguments for plus evidence
- Arguments against plus evidence (or, argument/counter argument one point at a time)
- Recommendation - summary and conclusion

Language Structure

Present tense

Logical connectives, eg. therefore, however

Move from the general to the specific

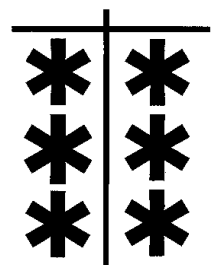
Have you?

Introduced the reader to the discussion?

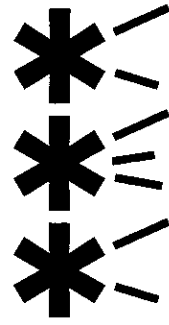
Thought carefully about the title (it could be a question)?

Presented the argument from both sides, giving views, reasons and evidence?

Given a final reason for your decision in the conclusion?



Checklist for Persuasive Writing



Purpose:

To argue the case for a point of view

To attempt to convince the reader

Text Structure

Opening statement

Arguments leading to elaboration and extra details

Summary and restatement of the opening position

Language Structure

Present tense

Logical sequence eg. *this shows, however, because*

Move from the general to the detailed

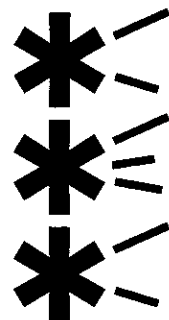
Have you?

Used good reasons and facts to persuade the reader?

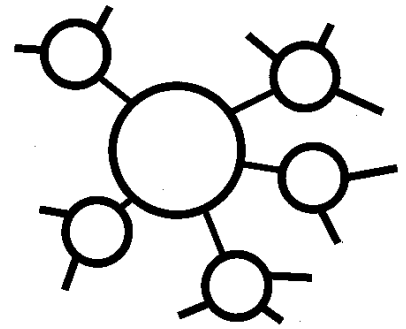
Addressed counter arguments?

Used positive language and phrases eg. *everyone agrees.... We all know that..., At long last..., the x you have been waiting for?*

Reread your work to decide whether you would be persuaded?



Checklist for Non-Chronological Report Writing



Purpose

To describe the way things are

Text Structure

Use an opening that gives a general classification

Use more technical classification

Give a description including some qualities

Language Structure

Present tense

Non-chronological

Focus on the general

Move to more detail

Have you?

Explained very clearly what you are writing about?

Used any table, pictures, diagrams to add more information?

Used a wide range of source material?

Related the subject to the reader, eg. *Many people like whales...?*

Used any questions to draw the reader in?

Checked that the information has been put across successfully?

