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4.HAK – SJ 16/17

Writing checklist

Task achievement (TA)	Organisation & Layout (OL)	Lexical and Structural Range (LSR)	Lexical and Structural Accuracy (LSA)
☑ Did I observe the requirements of the task type?	☑ Is my text structured into visible paragraphs?	☑ Do I employ different kinds of structures? (different tenses, comparatives/ superlatives, if-sentences, passive voice, modal verbs etc.)	☑ Did I check whether the structures I used are grammatically correct, i.e. in the correct form and use?
☑ Does my text have a title and subject headings?	☑ Do my paragraphs contain a topic sentence (TS) and supporting details (SD)? Mark them in your text!	☑ Do I use complex structures / sentence forms? (e.g. gerund, relative pronouns, subordinate clauses)	
☑ Are all content points addressed and developed?	☑ Do I develop my points in a clear and systematic way?	☑ Do I show that I know a lot of new and different vocab, especially collocations?	☑ Did I use the words and collocations accurately in the context?
☑ Are relevant supporting details / examples provided for all content points?	☑ Are the relationships between ideas marked? (e.g. demonstrative pronouns, semantic fields etc.)	☑ Do I avoid repetitions and use synonyms instead?	☑ Did I check for spelling and punctuation?
☑ Text specific: Are advantages/ disadvantages explained?Are different ideas/facts/solutions to a problem/graphs evaluated? Are good reasons given in support of or agains points of view? Are ideas/events of personal significance highlighted?	☑ Do I use more than 8 different linking devices?	☑ Do I use my own words instead of copying from the prompt?	☑ Are the linking devices used accurately in their context?
☑ Set word length (+/-10%)		☑ Do I write in the appropriate register and style (level of formality, contractions)?	☑ Is my text reader-friendly, i.e. does it "flow" - no need to re-read passages?