

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## WRITING

Question: *What advice can you give to someone who wants to write better?*



- Complete the 12 questions with the words on the left.



- C** capital letter *n.*
- E** edit *v.*
- G** grammar *n.*
- H** handwriting *n.*
- I** introduction *n.*
- M** margin *n.*
- P** period *n.*
- proofread *v.*
- punctuation *n.*
- S** spelling mistake *n.*
- T** title *n.*
- V** vocabulary *n.*

### Writing Checklist

- Ask yourself these 12 questions after you finish your writing.

1. Did you \_\_\_\_\_ your writing to try to find any mistakes? You should look for mistakes.
2. Did you then \_\_\_\_\_ your writing? You should correct the mistakes that you found.
3. Does your writing have a \_\_\_\_\_? You should write it above your paragraph or essay.
4. Does your paper have a \_\_\_\_\_? You should leave a space on both sides of your paragraph or essay.
5. Is your \_\_\_\_\_ clear and easy to read?
6. Does each sentence end with a \_\_\_\_\_?
7. In addition to periods (full stops), did you also use other \_\_\_\_\_ such as commas?
8. Did you use a \_\_\_\_\_ at the beginning of each sentence, and for names of people and places?
9. Did you write an \_\_\_\_\_ to your writing, and also a conclusion?
10. Did you use correct \_\_\_\_\_? For example, did you use the past tense to write about things that happened yesterday or last week?
11. Are there any \_\_\_\_\_s in your writing? These will make your writing difficult to understand.
12. Did you use good \_\_\_\_\_? You should use interesting words to make your writing interesting!

**Aim** Supplementary vocabulary building

**Level** Intermediate to Advanced

**Time** Approximately 15 – 20 minutes

**ANSWER KEY***My Notes*

1. proofread
2. edit
3. title
4. margin
5. handwriting
6. period
7. punctuation
8. capital letter
9. introduction
10. grammar
11. spelling mistakes
12. vocabulary