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

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

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 ______________ 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!

Permission granted to reproduce for classroom use. © www.allthingstopics.com
WORD BANK

**Aim**  Supplementary vocabulary building

**Level**  Intermediate to Advanced

**Time**  Approximately 15 – 20 minutes

---

**ANSWER KEY**

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