

Home learning

Checklists for Writing- please use these to self-assess your work or ask a family member to peer assess.

My Writing Checklist for a book review

1. CL FS “ “ ! ? ,
2. Paragraphs
3. Used present tense (is, has)
4. Use first person (I, my)
5. Engage the reader by asking a question
6. Written a short summary of the book
7. Talked about the main characters
8. Make sure I have not given away the ending
9. Stated who I would recommend the book to and why
10. Use fronted adverbials with a comma
11. Joined handwriting and correct spellings

My Writing Checklist for a story

1. CL FS “ ” ! ? , ’
2. Paragraphs
3. Used past tense (was, had, went)
4. Use third person (he, they)
5. Pronouns and nouns e.g. he, she, we, Louise
6. Range of adverbs: then, next, soon, therefore
7. Expanded noun phrases
8. Use fronted adverbials with a comma
9. Speech sandwiches
10. Joined handwriting and correct spellings

My Writing Checklist for a diary entry

1. CL FS “ ” ! ? ,
2. Paragraphs
3. Used past tense
4. Use first person (I, my)
5. Engage the reader by asking a question
6. Good selection of noun phrases
7. Conjunctions
8. Powerful verbs
9. Adverbs
10. Use fronted adverbials with a comma
11. Joined handwriting and correct spellings

My Writing Checklist for a descriptive piece of writing

1. CL FS " " ! ? ,
2. Paragraphs
3. Used past/present tense
4. Good selection of noun phrases
5. Conjunctions
6. Powerful verbs
7. Adverbs
8. Use fronted adverbials with a comma
9. Joined handwriting and correct spellings

My Writing Checklist for a report

1. CL FS " " ! ? ,
2. A title and opening sentences clearly explaining what the report is about.
3. Paragraphs of information for each of the headings
4. Tables/pictures/diagrams to add information
5. Facts linked within each paragraph
6. A conclusion - summary of key points.
7. Factual language
8. Appropriate tense
9. An interesting sentence to end the report.
10. Use fronted adverbials with a comma
11. Joined handwriting and correct spellings

My Writing Checklist for a poem

1. CL FS " " ! ? , Remember comma, comma, comma, full stop
2. A title of the poem.
3. Lines and verses
4. Repetition e.g. If I had wings. If I had wings.
5. Similes
6. Metaphors
7. Rhyming but remember that it doesn't need to
8. Noun phrases
9. Adverbs
10. Joined handwriting and correct spellings

My Writing Checklist for speech sandwiches

1. CL FS " " ! ? , '
2. Paragraphs
3. Used past tense (was, had, went)
4. Comma to introduce speech or end it.
5. Pronouns and nouns e.g. he, she, we, Louise
6. Range of adverbs: then, next, soon, therefore
7. Expanded noun phrases
8. Use fronted adverbials with a comma
9. Other words instead of said e.g. whispered, moaned, replied, questioned
10. Descriptive sentences in between the speech.
11. Joined handwriting and correct spellings.

My Writing Checklist for a newspaper

1. CL FS " " ! ? ,
2. Heading and subheading.
3. Written in columns.
4. Introductory paragraph (brief) What happened? When? How?
5. Paragraphs of information.
6. Pictures with captions
7. The date
8. Speech of someone who has been interviewed.
9. Factual language
10. Appropriate tense
11. An interesting sentence to end the newspaper report.
12. Use fronted adverbials with a comma
13. Noun phrases
14. Conjunctions
15. Joined handwriting and correct spellings

My Writing Checklist for an informal letter

1. CL FS " " ! ? , '
2. Your address (on right hand side)
3. Dear
4. Chatty friendly style
5. Date under address
6. Begin with dear/hello/hi
7. Ask questions
8. End with - bye for now, see you soon, lots of love
9. End with a friendly statement
10. Do not write their address (on the left)
11. Paragraphs
12. Name at the bottom

My Writing Checklist for a formal letter

1. CL FS " " ! ? , '
2. Your address (on right hand side)
3. The address of the recipient (on the left hand side)
4. The greeting 'Dear Sir/Madam' if you don't know the recipient or 'Dear Mr/Mrs/Miss (surname)
5. An introduction.
6. Formal language
7. Formal sentence starters such as 'I am writing to inform you' or 'I would like to express...'
8. Paragraphs.
9. A conclusion saying what needs to happen next.
10. 'Yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient
11. Your name at the end.
12. Joined handwriting and correct spellings