

EFFECTIVE WRITING CHECKLIST

STRUCTURE AND ORGANISATION



- **Paragraphs**
 - for anything new: character, place, time, action, idea, speaker
- **Link paragraphs**
 - e.g. *From that point on, ... On the other hand, ... Later that day, ...*
- **Link openings to endings**
 - find a way to link your final paragraph to your opening paragraph
- **Dialogue (speech)**
 - balance with narrative; new lines for new speakers; punctuation; split dialogue
- **Consistent viewpoint**
 - first person - I/we or third person - he/she/they
- **Consistent tense**
 - past or present or future
- **Show your viewpoint**
 - e.g. *Sadly, he died in terribly tragic circumstances.*

SENTENCES



- **Sentence types**
 - **Commands** e.g. *Sit down.*
 - **Statements** e.g. *You sat down.*
 - **Questions** e.g. *Can you sit down?*
- **Sentence Structures**
 - **Simple sentences (one main clause)** e.g. *I went to bed.*
 - **Compound sentences (two main clauses, linked by A(and) S(so) B(but) O(or))**
e.g. *I went to bed, and I brushed my teeth.*
 - **Complex sentences (a subordinating clause, linked to a main clause)**
e.g. *I went to bed because I was tired.*
- **Linking sentences using connecting adverbs**
 - e.g. *However, I really needed to stay up late.*
- **Varied sentence lengths**
 - **Short: build tension** e.g. *The door slammed shut. Silence. He peered inside.*
 - **Long: descriptive detail** e.g. *In the depths of the forest, a blanket of pure-white snow, fell delicately on the shivering ground, covering every inch with millions of shimmering diamonds.*
- **Added action -use a non-finite verb (-ing verb) to replace and for a second action**
 - e.g. *She climbed higher, clutching tightly to the handrail.*
- **Embedded clauses - insert detail, using relative pronouns (who, which, whose, where)**
 - e.g. *The small dog, which had lost its bone, searched frantically in the garden.*
- **Conditionals (If, Supposing, As long as)**
 - e.g. *If only I had tried harder, I may have succeeded.*
- **Rhetorical questions to make the reader think**
 - e.g. *Have you ever wondered why? Who was there? Why had she done that?*

SENTENCE STARTERS



- **Connectives:**
 - **Subordinating conjunctions (link two clauses in one sentence)**
e.g. *although, because, while, when, until, unless, if, after, as soon as, once, since,*
 - **Connecting adverbs (connect to the previous sentence)**
e.g. *However, ... Therefore, ... Furthermore, ... Meanwhile, ... Consequently, ...*
- **Non-finite verbs (...ing words)**
 - e.g. *Wishing he had stayed at home, he hurried out of the door.*
- **Adjectives**
 - *Happy at last, she skipped home to tell her mum the good news.*
- **Adverbs**
 - *Cautiously, she crept into the darkened room.*
- **Prepositional phrases - where/when**
 - *Several hours later, she had finished. In her mind, she knew it wasn't good enough.*

VOCABULARY

- **Powerful adjectives**
 - e.g. vile, glorious, savage, monotonous, scintillating, exquisite, catastrophic
- **Powerful verbs**
 - e.g. glided, interrogated, sauntered, plunged, deteriorated, invaded, swept
- **Adverbs**
 - e.g. awkwardly, skilfully, spitefully, cautiously, grudgingly, willingly, regretfully
- **Qualifying adverbs**
 - e.g. fortunately, clearly, particularly, extraordinarily, unforgettably
- **Said synonyms**
 - e.g. barked, mumbled, promised, wailed, wondered, muttered, giggled, explained
- **Expanded nouns**
 - e.g. the tiny, delicate flower, with petals as white as snow



LANGUAGE

- **Simile**
 - e.g. Her hair was like dried straw. Her cheeks were as rosy as ripe tomatoes.
- **Metaphor**
 - e.g. Its teeth were sharp daggers. The road was a ribbon of moonlight.
- **Personification**
 - e.g. The engine growled. The gutter gargled. The curtains trembled.
- **Repetition for emphasis**
 - e.g. She was trapped. Completely trapped.
- **Yoked sentences**
 - e.g. He was crazy. Crazy for thinking it could work.
- **Exaggeration**
 - e.g. It seemed as though millions of eyes were watching from every direction.
- **Onomatopoeia**
 - e.g. Splash! BANG! Whizz! Whoosh! Screeee...eeech!
- **Alliteration**
 - e.g. The grizzly old grunion, growled grudgingly.
- **Varied verb forms, including:**
 - **Modals** e.g. could complain, would have gone, might show, should try, will succeed
 - **Passives** e.g. is taken, are carried, were given, was explained
- **Level of formality**
 - write impersonally for official, formal writing (no I/me)
 - use formal word choices e.g. with reference to, some may suggest, I wish to offer
 - don't use abbreviations e.g. mum, Feb, or slang words e.g. a grand (£1000), bling
- **Subject references**
 - e.g. Pip, the inventor, this incredible genius, the clever man, our unstoppable hero



PUNCTUATION

Capitals A	Full stop .	question mark ?	exclamation !
Comma ,	apostrophe '	speech marks " "	ellipses ...
Colon :	semi colon ;	brackets ()	dash -

