Writing task checklist

When writing a letter, essay, report or any other type of writing task, there are a number of things to take into account. First, there are four major questions to ask yourself when writing **and** reviewing your work:

1. Content: Will the reader find everything he or she is looking for? Are all the elements of the task included?
2. Communication: Will the reader find it interesting? Have I used some original ideas?
3. Organisation: Is the text organised properly and are the parts linked together logically?
4. Language: Is the language varied and is the grammar coherent with what I am trying to say?

Next, go over the text again to eliminate any typical mistakes:

- plurals correct? - subject and verb agree?
- spelling ok? - passive voice where needed?
- no missing words (subject, relative pronouns, articles, etc.)?
- no unnecessary words (e.g. pronouns, articles, etc.)?
- have you used synonyms to avoid repetition?
- tenses correct (check with time-expressions!)?
- linking devices (such as used for “contrast”, “reason”, etc.), necessary relative pronouns and clear sequencing; all there?

This list is by no means exhaustive; you will have to add your own typical mistakes to it as you find out about them during the course.

Once you have answered all questions with a resounding “YES!”, go to the Virtual Classroom, click “upload” and cross your fingers...