

Writing Plan and Sequencing	Comment	Check
Your writing must be well-structured and make clear sense. Planning will improve your writing significantly, so make sure you take time to plan effectively:		
Beginning: Introduce your point of view on this subject.	The opening is effective as it contains an interesting hook.	/
Have you used a hook which makes it engaging and catches the reader's attention? Have I clearly outlined my view/perspective on the topic?		
Middle: This is where you develop your ideas. Describe a scenario which relates to the subject and illustrate it through anecdote or realistic sounding facts and statistics.	The middle develops the argument using an engaging anecdote.	
Have you commented on the effect of your anecdote or facts / statistics? Are you arguing your case with focus and passion?		V
End: This is the point where you build up to your main point in response to the subject. You need to leave your readers in no doubt that you are right and they must feel enthused and informed by your writing.	Whilst the ending is a passionate culmination which results in the delivery of a compelling argument and a call to action.	✓
Have you drawn all of your ideas together logically and left the readers with no choice but to agree with you?		



Writing Structure	Comment	Check
Have you written at least 3-4 paragraphs?	Clear paragraphing has used throughout the writing.	✓
Have you used a range of different paragraph lengths?	A range of different paragraph lengths have been used for variation and effect, including a one sentence paragraph, with all paragraphs following on logically and coherently from the previous paragraph to build the argument cohesively.	✓
Have you ensured that paragraphs link together and refer back to one another?	Paragraphs link together.	\
Have you stated and explained the problem?	"Food is the issue, Mrs. Davies; food, or rather, the lack of it. Our canteen claims to offer five different options each day, but in reality, five is more like two, and of those two, neither is edible."	✓
Have you explained how you would like the problem to be resolved?	"A change of menu and an overall improvement in the ingredients would remedy all of this."	✓
Have you stated a specific time limit for reply and resolution of the problem?	"I anticipate your swift response, by no later than Thursday of this week."	/
Have you included the correct salutation and sign off?	"Dear Mrs. Davies," "Yours sincerely,"	/
Sentence Structure	Comment	Check
Have you used a range of sentence types: short/truncated/one word/simple/compound/complex?	A range of sentence types have been used for variation and impact.	✓
Have you started some sentences with connectives?	"Sadly", "Over the course of a year"	/



Sentence Structure	Comment	Check
Have you included openers in your writing?	Dejected and despairing	
wineling.	I write to you regarding	√
Have you started some sentences with adjectives?	"Dejected"	/
Have you used a triplet of adjectives? "Unloved, rejected and abandoned"	"tasty, tempting and satisfying"	/
Have you used powerful verbs and adjectives to ensure your point is strongly made?	"subjected", "desperate", "despised"	/
Have you used personal pronouns (I, you, we, us, they) to create a sense of togetherness with your readers?	"I", "you", "our", "we".	/
Have you started some sentences with -ing and -ly words?	"Sadly"	/
Have you included a variety of connectives to link your ideas?	"But", "Sadly", "Over the course of a year"	/
Have you used a full range of sophisticated punctuation accurately and for specific impact? .,!?-:;() "	A range of sophisticated vocabulary has been used, including the use of a semicolon to link two independent clauses which are closely linked.	√
Have you punctuated sentences correctly to avoid comma splicing? "We must all decide to act, we must all decide to act now." X "We must all decide to act; we must all decide to act now." ✓	"Food is the issue, Mrs Davies; food, or rather, the lack of it."	✓



Vocabulary:	Comment	Check
Have you used a range of modal verbs to create a sense of urgency and passion?	"Cannot", "Would"	/
Have you used the most sophisticated words you know in order to sound reliable and persuasive?	"Subjected", "despised", "enrich"	/
Have I used a range of connectives to link my points? (alternatively, contrastingly, firstly)	"But", "Sadly", "Over the course of a year"	/





Language Techniques:	Comment	Check
Have you used emotive language to make your readers feel moved by your ideas?	"They despised the sickening slop"	✓
Have you included declarative sentences (statements of fact/assertion) to sound trustworthy?	"It is a desperate situation."	✓
Have you used plosive alliteration (repetition of 'p'. 'b'. or 'd' sounds) to make your words sound as powerfulas possible?	"Dejected and despairingthey despised"	✓
Have I used a formal, assertive tone to convince my reader?	The tone is both formal and extremely assertive, although not aggressive.	✓
Have you used hyperbole to emphasise how bad the situation is?	"pasta so mushy that it is impossible to tell whether it was once spaghetti or porridge."	✓
Have you included rhetorical questions to make your readers think?	"Do you look forward tolunch each day?"	✓
Have you included a range of facts, opinions and assertions?	A wide range of facts, opinions and assertions have been used to excellent effect: "Dejected and despairing, over 85% of students said that they despised the sickening slop that we call school lunch and are now forced to bring sandwiches as a result."	✓
Figurative Language :	Comment	Check
Have you developed engaging and appropriate metaphors?	"sandwiched whose corners curl with boredom"	✓



Spelling and Grammar	Comment	Check
Have you ensured that both simple and complex words are spelt accurately?	"immensely", "subjected", "appetising"	/
Have you used the correct tense: past, present or future?	Both the past and the present tense have been used to describe the past experiences of the students along with their current plight.	✓
Have you expressed your ideas clearly by using correct grammar, punctuation, and spellings, and do they make sense?	The writing makes sense with the correct use of grammar punctuation and spelling.	✓

