




CREATIVE WRITING - PAPER 21 - CHECK LIST

Writing Plan and Sequencing	Comment	Check
<p>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:</p> <p>Beginning: Introduce the topic clearly. Have you adopted the right tone for your audience? Does your opening paragraph clearly explain what your instructions are for? Have you included a clear title?</p>	<p>The piece of writing has a clear and well planned structure which contributes to the overall success of the article. The introduction creates a powerful hook which immediately engages the reader, whilst the use of a single word paragraph creates an interesting turning point, reflecting the gravity of the subject matter. The conclusion successfully conveys the ultimate message of the piece, delivering the information in a serious and detailed way.</p> <p>Paragraph 1: Use a hook to ensure that your reader is alert to the importance of your instructions. Make it clear that by following your instructions, they are about to learn something vital. Ensure you vary your sentence lengths and punctuation for effect, using short sentences for impact.</p>	

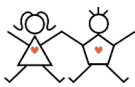




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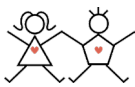
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<p>Middle: This is where you explain in detail. Use discourse markers to set out your information in steps. Have you used discourse markers to clearly signpost what each section relates to?</p> <p>Have you included any advice, safety tips or points of explanation in the main body of your writing?</p>	<p>Paragraph 2: Commence the instructions using a clear format. Alert the reader to the fact that you are about to list a number of useful pieces of advice to which they should pay attention. Make your instructions clear and use imperatives to ensure that the readers understand that you are an expert and can assist them.</p> <p>Paragraph 3: Detail your second most important instruction. Illustrate your advice using either an anecdote or facts and statistics (all of which can be made-up, as long as they sound believable). Again, ensure you are varying your sentence lengths and punctuation for effect, using rhetorical devices such as personal pronouns, rhetorical questions and imperatives to make the readers think.</p> <p>Paragraph 4: recap instructions in a snappy, succinct way using lots of imperatives and bullet points.</p>	





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<p>End: Ensure that you have explained everything that you feel the readers should know in relation to the main topic.</p> <p>Have you set out all of your ideas in both a clear structure and a logical structure?</p> <p>Have you included concluding remarks?</p> <ul style="list-style-type: none">• Repeat key steps• And/or encourage the reader to try to make/do this• and/or say how useful or how much fun this is• and/or say what could be made/ done after this.• Could you use bullet points to recap key information?	<p>Paragraph 5: use truncated, imperative sentences to summarise key information.</p>	



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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 variety of paragraph lengths have been used, including single word paragraphs for impact.	✓
Have you ensured that all your paragraphs have subheadings, link together logically and relate to the focus of your subheading?	Paragraphs link together.	✓
Have you used a combination of paragraphs and bullet points?	A combination of paragraphs and bullet points have been used for ease of reference and impact.	✓
Sentence Structure	Comment	Check
Have you started some sentences with connectives?	"Although", "But"	✓
Have you included openers in your writing?	Lastly Secondly	✓
Have you started some sentences with verbs?	"Think", "Run", "Stop"	✓
Have you started some sentences with sentences with -ing and -ly words?	"Firstly", "Secondly", "Lastly"	✓
Have you included a variety of time connectives to link your ideas?	"Firstly", "Secondly", "Lastly"	✓
Have you used personal pronouns (I, you, we, us, they) to address the reader directly?	"You" and "your" have been used frequently throughout to create a sense of urgency and direct instruction.	✓





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Sentence Structure	Comment	Check
Have you used a full range of high-level punctuation accurately and for specific impact? ., ! ? - : ; () “	A range of sophisticated punctuation has been used, including semicolon and colon. All other punctuation has been used appropriately and for specific effect, particularly ellipsis to make the reader pause and consider: “This is why you must double and triple check that nothing is coming towards you, even when the green man is beckoning to you to walk...”	✓
Have you punctuated sentences correctly to avoid comma splicing? “Exercise is fun, exercise is important.” ✗ “Exercise is fun; exercise is important.” ✓	Every time you cross the road, you are making a decision that could save your life; every single time.	✓
Have you included concluding remarks? <ul style="list-style-type: none">• Repeat key steps• And/or encourage the reader to try to make/do this• and/or say how useful or how much fun this is• and/or say what could be made/done after this.	“Let’s walk through the steps again together: <ul style="list-style-type: none">• STOP: Pause when you reach the crossing.• LOOK: Glance left and then right to ensure the road is clear.• LISTEN: Can you hear any cars approaching? If so, STOP!• CHECK: When you are certain that the road is clear, do a final check.• WALK: Cross sensibly and slowly - remember that a car might still appear!	✓

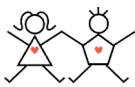


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Vocabulary:	Comment	Check
Have you used a range of modal verbs to create a sense of urgency and passion?	"Could", "Would", "Must"	✓
Have you used imperative verbs?	"Stop. Look. Listen. Live."	✓
Have you avoided slang in order to ensure your instructions sound reliable?	Formal English has been used throughout.	✓

Language Techniques:	Comment	Check
Have you included declarative sentences (statements of fact/assertion) to sound trustworthy?	Declarative: "Following these rules can save your life." Assertion: "Some people are natural drivers" Fact: "A car travelling at 40 miles per hour takes 80 feet to stop!"	✓
Have you used imperative verbs (command words)?	"Imagine", "Remember", "Think".	✓
If appropriate, have you used rhetorical techniques to reinforce how important the topic is?	A range of rhetorical devices have been used throughout, including imperatives, emotive language, rhetorical question and triadic structure. "You want to do it quickly and without thought?"	✓
Have you used exclamatory sentences in order to alert readers to the importance or urgency of the information?	"...remember that car might still appear!"	✓





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Spelling and Grammar	Comment	Check
Have you ensured that both simple and complex words are spelt accurately?	"crucial", "wrenching". "imperative"	✓
Have you used the correct tense: past, present or future?	Present tense has been used throughout the piece, reflecting the urgency and immediacy of the subject matter.	✓
Have you used second person?	"you are making a decision"	✓
Have you used bullet points?	<ul style="list-style-type: none">• STOP: Pause when you reach the crossing.• LOOK: Glance left and then right to ensure the road is clear.• LISTEN: Can you hear any cars approaching? If so, STOP!• CHECK: When you are certain that the road is clear, do a final check.	✓
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.	✓

