

Level 6 Written work checklist – KEEP THIS

1. CONTENT – 5 marks

- A. Answer the b_____ question. All of it.
B.

Essay - formal	Review - informal
Generalisation about topic, question, topic sentence	What you saw/did, general impression
Two ideas discussed, one of your own, split into paragraphs of FOR / AGAINST	Depends on the task
	Depends on the task
	Depends on the task
Conclusion, summary, opinion	Recommendation, who and why?
Letter/email - informal	Article - informal
Greetings and thanks for writing	Interesting title
Depends on the task	Intro, including question
Depends on the task	The rest depends on the task
Depends on the task	The rest depends on the task
Depends on the task	The rest depends on the task
Informal sign off and first name	The rest depends on the task

- C. Everything is r_____ to the question (no filler, no nonsense)
D. The writing is directed to the right a_____ (the question tells you who that is)

2. OPERATION – 5 marks

- E. Genre – it does what that task is supposed to. Letters aren't essays.
F. Layout – it has p_____, an interesting title, sub-headings, bullets, or not.
G. Register – It's formal or informal, personal or n_____.
H. Function – It's complaining, suggesting, thanking, persuading, etc.
I. It makes sense when you read it. For instance, the arguments support the c_____.
J. It's interesting, maybe even enjoyable to read.
K. It explores s_____ ideas well
L. It explores more c_____ ideas.

3. ORGANISATION – 5 marks

- M. It flows – the paragraphs and sentences are clear, make sense, it's in the right o_____.
N. It uses linking w_____, and not just "and" or "but".
O. It uses linking p_____, like "on the other hand".
P. It uses linking techniques; it has rhythm, sentence variation, style.

4. LANGUAGE – 5 marks

- Q. It uses words that are s_____ to the topic, not just common words.
R. It uses words in the right way, appropriately.
S. It uses interesting g_____.
T. The grammar is used accurately, with good c_____.
U. If there are mistakes they aren't r_____.
V. Errors don't stop you understanding what's being written.