SBL Corporación Colegio San Bonifacio de las Lanzas	ENGLÑSH SELF CHECKING WORKSHEET	Código: GE GR FR - 005 Versión: 00 Página: 1 de 2

Process Text Writing: Monitor, Check, Improve

Name: _____ Grade: _____ Date: _____

1. Before Writing: Quick Plan

Process and type	How _____ is/are made. Linear / Cyclic Steps: _____
First and final step	First: _____ Final: _____
Useful language	Connectors: _____ Adverbs: _____ Relative pronoun: which / that / where / when

2. Stop and Check While Writing

After the introduction and overview, pause and answer:

- Did I present the topic and the general process clearly? Yes / Not yet
- One thing I need to fix before continuing is: _____

3. Check One Example from My Text

Feature	Example from my text	What can I improve?
Passive voice		
Connector		
Adverb or relative clause		

4. Quick Self-Checking Checklist

☐ I followed the structure: introduction, overview, and body paragraph.
☐ I used passive voice to describe the steps.
☐ I used sequence connectors to connect the steps clearly.
☐ I added useful details with adverbs and/or relative clauses.
☐ I checked spelling, punctuation, capital letters, and complete sentences.
☐ I read my text again, found mistakes, and corrected them before submitting.

5. Error Detective Find and correct three mistakes in this process paragraph:

Firstly, used paper collect from recycling bins. Then, the paper are transported to a factory. After that, it is mixed carefully with water, which make pulp. Next, the pulp is cleaned in a machine that remove ink. Finally, the new paper sheets are cut and packed quickly.

Mistake I found	Type of mistake	Correction

6.Final Reflection

One mistake I corrected was: _____

Next time, I need to check more carefully: _____

LIVEWORKSHEETS

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Take a look at the following graphic, and write a process text about HOW CHOCOLATE IS MADE following the elements from the checklist and the general structure.

1. 
White cocoa beans harvested

2. 
Beans fermented

3. 
Spread in sun to dry

4. 
Take to factory

5. 
Beans roasted

6. 
Beans crushed

Outer shell removed

7. 
Inner part pressed liquid chocolate produced

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