

Our Writing Toolkit

Questions to ask yourself

Before you start writing..

- What is the topic?
- What do you already know about it?
- How will you structure your three paragraphs?
- Is there something you find difficult or forget to include? Could you write down an example of it before you start, and include it later?

For example:
 Complex sentence:
 If everyone works together, we could really make a change in the world.

Punctuation...

- **Commas:** listing, complex sentences, before speech marks, to separate extra - non-essential -information, after an introductory phrase.
- **Apostrophes:** To show belonging, or to shorten words.
- **Speech marks:** to indicate speech. Must use a comma beforehand.
- **Colons:** used to indicate that an explanation or a list of facts is about to follow.
- **Semicolons:** joins two independent clauses to show a close connection between them.
- **Brackets:** used to add additional information to a sentence.

Can you use at least four correctly?

what else?

- Have you used linking phrases at the beginning of each paragraph to demonstrate a link?
- Have you included some 'impressive vocabulary' that isn't included in the question?
- Have you included at least two complex sentences in your writing?
- Is your writing laid out correctly? (e.g. if it's a letter, have you included two addresses?)



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Proofreading...

Although you won't have much time for this part, you should set aside some time!

- Have you included at least four punctuation marks (not including capital letters or full stops)?
- Have you included two complex sentences correctly?
- Have you used paragraphs?
- Are there 3-5 examples of impressive vocabulary in your writing that aren't included in the question?
- Have you used linking phrases at the start of each paragraph?
- Have you used the correct tense?
- Have you checked your article usage (a, an, the)?



Quick tips...
Quality, not quantity!
It's better to have time to proofread than to finish a piece of writing.

Focus on vocabulary, not spelling!
Spelling is important, but it's better to try and spell longer words, rather than use the same simple vocab repeatedly.



A little list!
At the start of the exam, write down at the top of your paper the things you need to remember and check it off at the end.



Good luck!

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