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| **AUDIENCE / PURPOSE** | **CONTENT / IDEAS** | **STRUCTURE**  | **SENTENCE FORMATION**  | **LANGUAGE RESOURCES**  |
| Appropriate language / content / style for purpose: Assumptions about reader knowledge:Takes account of different viewpoints: | Planning for writing:Essential elements / ideas:Relevant factual details : Bloom’s / Analysis: | Appropriate structure / framework: Logical sequencing:Paragraphs / bundling: Topic Sentences: | Sentence type/ length for effect:Sentence beginnings:Grammar :Tense: | Appropriate topic words:Varied vocabulary for purpose:Varied connective words: |
| **PUNCTUATION** | **SPELLING** | **VISUAL LANGUAGE / PRESENTATION** | **CONFERENCE TOPIC**  | **DATE**  |
| Sentence indications (full stops, capital letters):Apostrophes:Commas: | High frequency words Lists 1 -6:Subject specific / multi-syllabics:Proper nouns: | Layout / format:Visual elements:Needs of the reader: |  |  |
| **PROOF-READING STRATEGIES** | **OTHER:** |  |  |