|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | |  | |  |