

# Writing Self-Analysis

Use this guide as a type of checklist whenever you write a piece of text to help you ensure you are meeting all the criteria.

## Layout and Structure

Have I...	I've definitely done this	I'm quite confident	I've had a go but I'm not sure	I don't know how to do this	I haven't done this
Set it out correctly with all the key features needed for the type of text ? (Heading, date, opening etc)					
Planned what to include?					
Used at least four paragraphs?					
Written between 250 and 300 words?					
Tried to use some complex and advanced words?					
Used transition words and phrases to link my points?					
Written an introduction?					
Written a conclusion?					

## Content

Have I...	I've definitely done this	I'm quite confident	I've had a go but I'm not sure	I don't know how to do this	I haven't done this
Thought about the audience who will be reading my text?					
Written in a clear tone with the right level of formality?					
Tried to use some complex and advanced words?					
Added details to explain the main points?					
Included at least four complex sentences?					
Included all the points/information asked for in the brief?					
Read it through fully?					

## Spelling, Grammar and Punctuation

Have I...	I've definitely done this	I'm quite confident	I've had a go but I'm not sure	I don't know how to do this	I haven't done this
Checked the spelling of basic/common words?					
Checked the spelling of more ambitious words?					
Used a range of punctuation such as colons, commas, inverted commas, apostrophes and quotation marks?					
Used capital letters to begin sentences and for proper nouns?					
Checked other basic punctuation such as full stops?					
Checked my use of commas?					
Used some possessive apostrophes?					
Checked for grammatical mistakes?					

### My Notes

Is there anything you found particularly difficult about this piece of writing or would like more help with?

Is there anything you want to remember for your next piece of writing?