

Lesson 5	Resource 5F	Short Writing: Checklist
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Content				
1. Does the writer remain on topic?	Yes Sometimes No	Y S N	Y S N	
2. Does the writer use specific details and examples to support ideas?	Yes Sometimes No			
3. Does the writer fully answer the question(s)?	Yes No			
4. Is the passage an appropriate length required by the task?	Yes No			
5. Does the writer use information from the Reading section or the Listening section to support ideas?	Yes Sometimes No			
6. Is the writer able to restate ideas in his or her own words?	Yes Sometimes No			
Structure				
1. Does the passage have an opening statement?	Yes No			
2. Are appropriate transitions used to link ideas?	Yes Sometimes No			
3. Is there a logical flow of ideas?	Yes Sometimes No			
Language Use				
1. Do spelling mistakes impede comprehension?	Yes Sometimes No			
2. Do grammatical structures (verb tense, subject-verb agreement, articles, etc.) support meaning?	Yes Sometimes No			
3. Is a variety of sentence types used?	Yes Sometimes No			
4. Does the writer avoid repetition by using a range of vocabulary?	Yes Sometimes No			
5. Are vocabulary and tone suitable for an academic context?	Yes Sometimes No			