



Step One

Proof read your work

Does it make sense?

Can the reader read your
handwriting?

Are you missing or repeating words?

Have you met the purpose of the
task?

Have you written in the correct
tense?



Step Two

Check your punctuation

Have you used capital letters and full stops correctly?

Have you used other punctuation correctly?

Have you punctuated direct speech correctly?

Have you used contracted or possessive apostrophes correctly?

Have you written in the correct tense?



Step Three

Check your spelling

Have you used phonics to help you spell?

Use a dictionary to check unfamiliar spellings.

Have you used spelling rules and patterns to help you spell?



Step Four

Improve your sentences

Can you find more interesting or appropriate synonyms in a thesaurus?

Is my vocabulary fit for purpose?

Has my vocabulary engaged my audience?

Have you used a range of sentence types?



Step Five

Re-visit your improvements

Read through your edited work to check all your improvements fit together.

Does your writing flow and make sense?

Are there any further additions you would like to make?