**Checklists**

**Review**

1. Have you given your review a title?
2. Does the introduction sound authentic? Imagine your reader is somebody with interests similar to yours. Is the reader addressed? Is what has to be reviewed mentioned?
3. Are there the necessary descriptions? Are adjectives used? Are details included?
4. Is the style formal or informal? Is it appropriate? Have you used a little humour (if appropriate)?
5. Have you given your recommendation?
6. Have you divided the text into sections (if appropriate)? Have you used sub-headings?
7. Have you stated your preference? (if required)
8. Have you used linkers? e.g. for summarizing?
9. Have you used phrases for making suggestions/recommendations?
10. Are all the points mentioned in the writing task covered?

**Report**

1. Have you given your report a title?
2. Are there sections and sub-headings? Introduction and recommendations?
3. Have you outlined the purpose of the report? e.g. Sub-heading: Reasons for…
4. Avoid repeating the words in the instructions.
5. Have you given factual information?
6. Is your report FORMAL?
7. In your recommendations, have you explained your reasons/ the consequences the problem you mention?
8. Have you used phrases for making suggestions/recommendations?
9. Are all the points mentioned in the writing task covered?

**Proposal**

1. Have you given your proposal a title?
2. Are there sections and sub-headings? Introduction and conclusion/suggestions?
3. Have you stated the purpose of your proposal?
4. Is the style consistently FORMAL? Should it be less formal?
5. Have you given factual information?
6. Have you used your own words and not repeated the words in the instruction? Have you used appropriate synonyms?
7. In your recommendations, have you explained your reasons/ the consequences the problem you mention? Have you made your suggestions/stated your opinion?
8. Have you used persuasive language? Language for making suggestions? Linkers?
9. Are all the points mentioned in the writing task covered?

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