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| **Student** | **Writing Checklist** | **Staff** |
|  | **Text Structure**  Information Report (Classification/ Description)  Recount  (Orientation, Sequence of events, reorientation)  Exposition  (Introduction/ argument/ conclusion)  Procedure  (Goals/ materials/ method)  Narrative  (Orientation/complication/ resolution/ coda)  Explanation  (statement/ explanation sequence/ concluding statement) |  |
|  | **Paragraph Structure**  *(If applicable)*   * Point * Explain/ Elaborate * Evidence * Significance |  |
|  | **Sentence Structure**   * Simple * Compound |  |
|  | **Use of connectives** |  |
|  | **Proper** use of   * Nouns * Proper Nouns * Adjectives * Verbs * Adverbs * Agreements |  |
|  | **Maintaining tense** |  |
|  | Proper use of   * Commas * Semi colons * End marks (.!?) * Apostrophe |  |
|  | **Spelling** |  |
|  | **Punctuation**   * Capitals * Contraction * Apostrophe of possession |  |