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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
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