

Checklist

- Capital letters at start of sentences, for proper nouns
- paragraphs
- Is it in the past tense?
- Does it all make sense?
- punctuation . , ? ! ; :
- spelling - sound it out
 - Does it look right?
 - dictionary
- can you improve the vocabulary - use a thesaurus to check for synonyms
- have you used speech correctly – only put “” around words that are spoken, capital letters at start of speech