

??

*audience
purpose
form*

*punctuation,
punctuation?
punctuation!*

*paragraphs –
get organised*

cut 

*chek yor
spel ings*

*nice
~~good~~
~~bad~~*

How to improve your first draft

Ask yourself these questions when proofreading and re-drafting a piece of work.

1. Who is my audience (my intended reader)? Is my language appropriate for the reader?
2. What is the purpose (reason for writing) and have I made my purpose clear?
3. What form (layout e.g. newspaper report) should I use?
4. Do all the sentences start with a capital letter and end with a full stop, question mark, or exclamation mark?
5. Do all names of people, places and titles have capital letters?
6. Have I read my work out loud to check that I have put in full stops (not commas) where needed?
7. Have I organised my writing into paragraphs?
8. Do the paragraphs flow from one to the next?
9. Are there some unnecessary parts, which I could cut?
10. Do I need to add more details so that my readers can see and believe what I am writing about?
11. Have I underlined and checked spelling that I am not sure about?
12. Can I change some boring words for more accurate and adventurous ones?
13. Have I quietly read my writing out loud to make sure that my readers will understand my ideas?
14. Have I got my work partner to read my work and make suggestions for improvements?