

Revision Checklist: Biography/Autobiography

| Criteria | Always | Some | Rarely | Ideas for revision |
|---|--------|------|--------|--------------------|
| 1. Have I done enough research? | | | | |
| 2. Opening statement – Does it identify the person? | | | | |
| 3. Opening statement – Do I say why they are famous or important? | | | | |
| 4. Have I written about the important events in their life? | | | | |
| 5. Are these events in time order? | | | | |
| 6. Have I paragraphed my writing? | | | | |
| 7. Have I referenced the subject using pronouns throughout the text? | | | | |
| 8. Do I use connectives to sequence events appropriately? | | | | |
| 9. Have I used adverbial phrases to give details? | | | | |
| 10. Have I included any opinions about the person? | | | | |
| 11. Have I used first person for an autobiography? Have I used third person for a biography? | | | | |
| 12. Have I written in past tense? | | | | |
| 13. Do I use conjunctions to link my ideas? | | | | |
| 14. Does my writing inform the reader? | | | | |