

# Revision Checklist: Diary/Journal

Criteria	Always	Some	Rarely	Ideas for revision
1. Do I have a clear orientation?				
2. Have I used a series of dates to develop my personal recount?				
3. Are the events in the correct order?				
4. Have I given personal comments about the events?				
5. Have I used words that show my personal opinion?				
6. Am I (the writer) the main character?				
7. Have I written in first person?				
8. Have I used past tense?				
9. Is my writing informal, chatty and relaxed?				
10. Have I used conjunctions and connectives to sequence events?				
11. Have I used reported speech?				
12. Have I used action verbs to talk about what I did?				
13. Have I used adverbs to add detail to the actions and events?				
14. Do I use slang or colloquial language to show my personality?				
15. Have I used capital letters for the proper nouns of people and place names?				
16. Have I edited my work to correct spelling and punctuation mistakes?				