

Revision Checklist: Explanation

Criteria	Always	Some	Rarely	Ideas for revision
1. Title – does it use a how or why question?				
2. Introduction – is it clear and on the topic?				
3. Have I organised my steps with subheadings and/or paragraphs?				
4. Are the steps written in order?				
5. Does it have a concluding statement to finish the process?				
6. Have I explained cause and effect?				
7. Does my writing explain the process?				
8. Have I used diagrams, illustrations or charts?				
9. Have I done enough research?				
10. Have I used conjunctions to sequence the events so they flow?				
11. Have I used present tense?				
12. Have I used noun groups to provide good descriptions?				
13. Have I used adverbial phrases to give details as to how, where and why things happen?				
14. Have I edited my work to correct spelling and punctuation mistakes?				