

Revision Checklist: Encyclopaedia Entry

Criteria	Always	Some	Rarely	Ideas for revision
1. Subjects – Are they listed in alphabetical order?				
2. Opening statement – Does it classify or group the topic?				
3. Is my writing formal and do I stick to the facts?				
4. Have I organised my writing with subheadings and/or paragraphs?				
5. Does each subheading/paragraph describe a different part of the topic?				
6. Does each subheading/paragraph give details to support the main idea?				
7. Have I referenced the subject using pronouns throughout the text?				
8. Do I use technical words appropriately?				
9. Have I used noun groups to help my description?				
10. Have I used interesting action verbs to describe behaviour?				
11. Is my use of tense consistent?				
12. Have I written in third person?				
13. Do I use conjunctions to link my ideas?				
14. Does my writing inform the reader?				
15. Have I used pictures or diagrams?				