

Revision Checklist: Diary/Journal

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