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Discussion Texts Checklist

Clear title to show what the text is about.	
Opening paragraph introducing key issues/ summary. of argument	
Arguments for with information.	
Arguments against with information.	
Conclusion - summary of key points. Shown own viewpoint.	
Used the correct tense.	
Used appropriate conjunctions (eg therefore, however).	

Explanation Texts Checklist

Clear title to show what is being explained.	
Opening statement to introduce the process.	
Clear steps to show how or why something occurs.	
In order of events.	
Time conjunctions (e.g. first, next).	
Causal conjunctions (e.g. because, so, this causes).	
Illustrations/diagrams/flow charts to make explanation clearer.	

Instructions Checklist

Use "How to..." in the title.	
Lists (e.g. materials/ ingredients/ equipment).	
Numbers/ letters or bullet points to show order.	
Imperative verbs (e.g. mix/stir).	
Short, clear sentences.	
Diagrams/illustrations.	

Persuasive Texts Checklist

Title implies a point of view.	
Opening sentence to hook the reader.	
Reasons to support the viewpoint.	
Facts and evidence to support reasons.	
Conjunctions to link ideas (e.g. however, therefore, furthermore).	
Persuasive devices: Agreement (e.g. obviously, without doubt).	
Powerful adjectives.	
Rhetorical questions.	
Conclusion to summarise and state opinion.	

Recount Texts Checklist

Opening paragraph includes: When? Who? What? Where?	
Time conjunctions (e.g. in the morning, later, meanwhile).	
Past tense.	
Powerful verbs.	
Details to add interest for reader.	
Conclusion refers back to opening.	

Report Texts Checklist

Title and opening sentences clearly explaining what the report is about.	
Paragraph of information for each of the headings.	
Tables/pictures/diagrams to add information.	
Facts linked within each paragraph.	
Conclusion - summary of key points.	
Factual language.	
Appropriate tense.	
An interesting sentence to end the report.	

Story Characters Checklist

A well chosen name.	
Characters actions hint at what they are like.	
Powerful verbs to show feelings and behaviour.	
Dialogue gives more information about characters.	
I have written about my characters inner thoughts and feelings.	

Story Events Checklist

I have made events interesting to make the reader read on.	
Events are linked within paragraphs.	
Complex sentences.	
Short, simple sentences used for effect.	
Actions and descriptions.	
Similes to describe somebody's reaction.	
Metaphors to describe characters feelings.	

Story Opening Checklist

Hook the reader with an interesting opening.	
Make the reader ask questions about the story.	
Include dramatic actions.	
Introduce something appealing.	

Story Problem Checklist

There is at least one problem to be resolved.	
I have built up an atmosphere through description.	
Dialogue to add extra information.	
Senses used to develop character and plot.	

Story Resolution Checklist

Refers back to opening.	
The problem is solved.	
The character has learnt something or has changed.	
Unexpected help to resolve the problem.	

Story Setting Checklist

The place has a name.	
Details to make the place believable.	
I have described: The weather	
The time of day	
What can be seen	
What can be heard	
What can be felt	
Adjectives build up an atmosphere and allow reader to picture the setting in their head.	

Story Tension Checklist

Short sentences.	
Suspense built up (eg Then, out of nowhere...).	
Ask reader questions (eg Did you hear that?).	
Scary sounds (eg thundering, howling).	
Descriptions of places (eg The dark forest, The cool breeze came through the house).	
Words used for effect (eg Danger! Look out!).	
Certain things hidden from reader.	