

Capital Letters

1. I have checked for capitals at the beginning of sentences.

2. I have checked that proper nouns begin with a capital letter.

Punctuation

1. I have checked all full stops are where they should be.

2. I have checked question marks and exclamation marks are used where necessary.

3. I have checked commas and apostrophes have been used correctly.

4. I have checked speech marks have been used correctly.

Grammar and Spelling

1. I have checked all sentences are complete and contain a noun and a verb.

2. I have checked spellings by using a dictionary.

Organisation

1. I have checked paragraphs have been used to break up text.

2. I have checked the text makes sense.

3. I have checked a conclusion has been included.