

Detailed Self-Assessment (2): Writing Texts

When you want to write a really good and faultless text, there are lots of things to bear in mind. Tick the appropriate boxes below and you will see where there is still room for improvement.

I. GETTING STARTED

Before I begin to write a text

yes sometimes no

-I collect and organise ideas (e.g. in a mind map)			
- I look up words / phrases I need to express specific ideas			
- I make sure I know which type of language (formal, informal) I must use			

II. WHILE WRITING

- I write a new paragraph for each new aspect			
- I deliberately use a variety of linking words			
- I look up vocabulary, spelling, collocations and grammar when I am in doubt			

III. AFTER WRITING

- I proof-read my work diligently, asking / looking for help if necessary			
- I rewrite my text if need be			

IV. MY PLAN OF ACTION: _____
