**PERSONAL CHECKER**

* **Does your work answer the question? Is your work relevant?**

**LAYOUT**

* **Are your ideas organised in a logical way? Is there are an introduction, a separate paragraph for each new idea and a conclusion?**
* **Is your work the appropriate length? (120 – 150 words) Could you add more detail/ examples? Or do you need to edit your work to ensure you’re not repeating yourself?**
* **Have you written on every second line in case you have to edit your work?**

**LANGUAGE**

* **Have you re-read your work to check your accuracy?**
* **Have you used more than one tense?**
* **Have you checked your verb endings, eg. practic*o*?**
* **Have you checked the gender of your nouns (un/una)?**
* **Have you checked the endings of your adjectives, eg una ciudad bonit*a*?**
* **Have you included some nice opinion phrases, conjunctions/connectives and essay phrases?**
* **Have you checked the spelling of unfamiliar words in the dictionary?**

• Are your ideas organised in a logical way, using paragraphing and/or sub-headings if necessary?

• Is your work the appropriate length? Could you add more detail/ examples? Or do you need to edit your work to ensure you’re not repeating yourself?

LANGUAGE

• Have you used the key vocabulary required?

• Have you checked your spelling – using glossaries, dictionaries or a spell checker? Or by reading ‘back to front’.

• Have you checked your punctuation? Remember reading aloud (or in your head) can help you spot errors.