

BULLETPROOF YOUR WORK

SPELLING

- Capital letters are used...
 - For proper nouns (names of places and people)
 - At the start of sentences
 - When writing 'I'
 - At the start of speech
 - Nowhere else!
- "A lot" and "as well" are written as two words
- "There", "their" and "they're" are used correctly
- "To", "two" and "too" are used correctly
- "Your" and "you're" are used correctly
- "Where", "were" and "we're" are used correctly
- Spellings of subject key words have been checked

PUNCTUATION

- Full stops have been used at the end of sentences
- each complete idea should end in a full stop, exclamation or question mark, and not a comma!
 - Direct speech or quotations are enclosed in speech marks
 - If a semi-colon is used, the clauses either side are independent (they could stand alone)
 - If a semi-colon is used, the next word starts with a lower case letter
 - If brackets or dashes are used to add extra information, the sentence would still make sense if the extra information wasn't there

PARAGRAPHS

- Paragraphs have been used to structure longer writing
- A new paragraph has been started for a change in topic, person, time or place (TiPToP)
- Paragraphs start with a topic sentence that signposts what each one is about
- Each paragraph is about one main idea
- Connectives have been used to link paragraphs together if appropriate (e.g. firstly, furthermore)

GRAMMAR

- Apostrophes have been used for contractions (e.g. hasn't, we're)
- Apostrophes have been used for possession (e.g. the writer's message, the players' victory)
- Apostrophes are not used for plurals (e.g. my ideas, not my idea's)
 - You have used "its" and "it's" correctly ("it's" = it is)
 - The tense stays the same throughout the writing
- All sentences are complete and make sense - try reading aloud if you're not sure

