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Step 3 - Writing Checklist

This is a list of common mistakes made by students who are just starting to write. If you check your work very carefully for these types of errors, your readers will be happy. Every mistake we make in writing is a reason for the reader to stop reading.

C1 Format

Make sure you use the correct format, handwriting (Step 1) or PC (Step 4). It is the first thing the readers see, so it must be good.

C2 Capital letters

Names of people, places, and every word in a title, should **start** with a capital letter.

✓ John Smith The Beatles Harry Potter London My Summer Vacation

C3 Short sentences

- ✗ I get home late. I have a bath. I watch TV. I go to bed. *Short, hard to read*
- ✓ I get home late, have a bath and watch TV. *Good information*
- ✓ I usually get home late, take a hot bath and watch TV for an hour. *Interesting*

C4 And but so because

Use these words to **join** sentences **not start** them, unless you know why.

- ✗ We had a picnic on the beach. And we swam in the sea.
- ✓ We had a picnic on the beach and swam in the sea.

C5 Repeated words

Try not to repeat words if you don't need to, it is tiresome for the reader.

- ✗ I come from Tokyo. Tokyo is the capital of Japan,
- ✓ I come from Tokyo, the capital of Japan.
- ✗ My parents have a baker's shop. My parents get up early every day.
- ✓ My parents have a baker's shop. They get up very early every day.