



First Certificate (B2 First)

Writing Checklist

After writing an article, review, report, email or essay, use this checklist to review your writing.

Content and style:

- Correct length (140-190 words)
- Answered ALL parts of the question
- Consistent and appropriate style and tone (formal, informal or neutral)
- Clear explanation or message for your reader
- All content is relevant

Organization:

- Title and sub-headings (if needed)
- Writing is divided into paragraphs
- Each paragraph has a main idea
- Paragraphs are in a logical order
- Supporting sentences for each topic sentence
- A variety of linking words are used
- Correct spelling and punctuation

Language:

- A range of grammatical structures are used (from simple to complex)
- A range of vocabulary is used (including B2 words)
- Task or topic specific vocabulary is used
- Time expressions used correctly
- Checked for grammar mistakes that you usually make