

Checklist to improve your writing: B2 First and B2 First for Schools

Remember how the Writing paper is assessed

Four criteria are considered when marking the Writing paper:

Content
✓ You have done what the task asked you to do. You have included all the important information.
✗ You did not include everything you were asked for. Perhaps you have written something irrelevant or not understood what you had to write about.
Communicative Achievement
✓ The writing is appropriate for the task. You used the right style for what you're trying to communicate.
✗ The writing isn't suitable for the task – for example, it might be too formal or too informal.
Organisation
✓ The writing is put together well. It is logical and ordered. The ideas are clearly connected.
✗ It is difficult for the reader to follow. For example, the paragraphing is poor, there aren't many linking words, the ideas aren't organised logically so it's difficult for the reader to follow, etc.
Language
✓ There is a good range of vocabulary and grammar, and these are used accurately. Even if there are some mistakes, the reader can still understand the text.
✗ There are mistakes that could make the text difficult or confusing for the reader.

How can I check and improve my own writing?

You can use this checklist to review your work and decide if you want to edit what you've written. For a good piece of writing at B2 First and B2 First for Schools level, you should be able to answer 'yes' to every question in this list.

Top tip

Find a 'study buddy' and use this checklist to help each other. Feedback and support from other learners can be very useful in improving your writing skills.

Content

- ☐ Have I covered all the key information required by the task?
- ☐ Have I written only information which is relevant to the task?
- ☐ Have I developed the basic points in the task with my own ideas?

Communicative Achievement

- ☐ Have I achieved the main purpose(s) of the text (for example, explaining, persuading, suggesting, giving an opinion, comparing, etc.)?
- ☐ Have I communicated a balance of straightforward and more complex ideas?
- ☐ Have I used a suitable style and register (formal or informal) for the task?

Organisation

- ☐ Have I used paragraphs appropriately to organise my ideas?
- ☐ Have I used other organisational features appropriately for the genre of the text (for example, titles, headings, openings, closings, etc.)?
- ☐ Is the connection between my ideas clear and easy for the reader to follow? (For example, have I used appropriate linking words, pronouns, etc. to refer to different things within the text?)
- ☐ Are the ideas balanced appropriately, with suitable attention and space given to each one?

Language

- ☐ Have I used a wide range of vocabulary?
- ☐ Have I avoided repeating the same words and phrases?
- ☐ Have I used a range of simple and more complex grammatical structures?
- ☐ Have I correctly used any common phrases which are relevant to the specific task or topic?
- ☐ Is my use of grammar accurate?
- ☐ Is my spelling accurate?

Top tip

You can do practice activities and get immediate feedback on your writing at writeandimprove.com



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