

## Teaching **English**

## Writing a news report

Use this checklist to edit the report.

## **Editor's checklist:**

- Is the information grouped into logical paragraphs?
- Are the paragraphs in a logical order?
- Is there any unnecessary information?
- · Is any necessary information missing?
- Are there any parts that you can't understand?
- Are a lot of the same words repeated?
- · Can more precise words be used?
- Is there too much repetition of linkers like and, but, then etc?
- Do all the verbs agree with their subjects? (e.g. she are is ...)
- Have articles (the, a, an) been used correctly?
- Have the correct verb forms been used?
- Is the punctuation correct?
- Have all the words been spelt correctly?



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Task 3: Final draft

Mystery Disappearance of English Teacher: Students Suspected		
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