

Plan it. Check it.

A flexible checklist for teaching and reviewing writing across Cambridge IGCSE, IB English B and subject classrooms.

1 • READ THE TASK

Who is speaking or writing? Who will read it? What is the purpose, context and required content? What format does the task actually ask for?

2 • CHOOSE A FITTING FORM

Which text type helps this audience receive this message? What conventions matter here? Which conventions can flex for this context?

3 • SHAPE THE MESSAGE

Does the order help the reader? Are ideas grouped and connected? Have examples, evidence or details been developed enough?

4 • CHOOSE LANGUAGE DELIBERATELY

Do vocabulary, sentence patterns, tone and level of formality suit the relationship and purpose? Are key language features doing useful work?

5 • REVIEW FOR THE READER

Can the reader find the message quickly? Is the ending useful? Check names, facts, paragraphing, punctuation and spelling. Revise one high-impact feature.

TEACHER USE

Before drafting: model how you unpack audience, purpose and context. During drafting: choose one or two language features to notice. After drafting: invite learners to use the checklist to explain one revision. For exam practice, keep the prompt and current syllabus requirements visible.