

NAME:

Factual Recount Planning

ORIENTATION

(who, what, when, where)

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EVENTS

(chronological order)

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CONCLUSION

(for a biographical recount, this will include evaluating the significance of the person or their story)



NAME:

Editing Checklist – Factual Recount

GENERAL

	GUIDELINES	COMPLETE
PUNCTUATION	I have a full stop, exclamation mark or question mark at the end of every sentence.	
	I have started every sentence with a capital letter.	
	I have used capital letters for proper nouns (eg. names of people and places).	
	I have not used any unnecessary capital letters.	
	I have used commas where appropriate.	
	Any dialogue/speech is punctuated correctly.	
SPELLING	I have carefully checked the spelling of all words (make sure not to rely on spellcheck!)	
GRAMMAR	I have read my work aloud to ensure that all my sentences make sense.	
	I have checked for common mistakes in words (there/their/they're, affect/effect, its/it's, your/you're etc.)	
FORMATTING	My work is appropriately formatted according to my school's guidelines (things to consider include line spacing, font type, font size, indentations)	

RECOUNT

	GUIDELINES	COMPLETE
STRUCTURE	My orientation covers the 5 W's.	
	All events are sequenced in chronological order.	
	Only important events have been included.	
	The recount is structured in paragraphs with related events grouped together.	
LANGUAGE FEATURES	I have used a range of adjectives to describe events.	
	I have written in past tense.	
	I have used text connectives to indicate passage of time (eg. Next, meanwhile, previously, afterwards, finally etc.)	
	I have used emotive language.	