



Checklist to improve your writing: C2 Proficiency

Remember how the Writing paper is assessed

Four criteria are considered when the Writing paper is marked:

Content
✓ You have completed the task well, meeting all the task criteria and including all necessary information.
✗ You did not include everything the task required. Perhaps you have written something irrelevant or misinterpreted the task.
Communicative Achievement
✓ The writing is appropriate for the task. You used the right style and register for the genre.
✗ The writing isn't suitable for your communicative purpose(s) or the conventions of the genre. It may not effectively hold the reader's attention.
Organisation
✓ The writing is coherently organised. The focus and prioritisation of ideas is logical and ordered. The ideas are clearly connected.
✗ It is difficult for the reader to follow ideas in your writing. There may be organisational features which are not appropriate for the genre.
Language
✓ There is a good range of vocabulary and grammar, and these are used accurately and appropriately for the topic and genre. 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 C1 Advanced 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, apologising, comparing, etc.)?
- Have I used a suitable mix of fact and opinion?
- 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](https://www.writeandimprove.com)



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