

Name: _____	Form: _____	Level of English: _____
-------------	-------------	-------------------------

Final checklist for monthly text: _____ **20** _____

Step 1: I wrote the correction of the last text in _____ minutes / hour(s)

Step 2: I did the extra exercise(s) in _____ minutes / hour(s)

Step 3: I wrote my new text in _____ minutes / hour(s)

Step 1: **The correction of the last text**

	Statement	Yes	No	Comments / Problems
1	I numbered my mistakes.			
2	I used the "comma rules" worksheet.			
3	I used the "How to write a correction" worksheet.			
4	I used the "English tenses" worksheet.			

Additional material I used for my correction (e.g. TB, grammar books, Internet, etc):

a)

b)

c)

Step 2: **Extra exercise(s)**

	Statement	Yes	No	Comments / Problems
1	I did my extra exercise/s.			
2	I did not have to do any extra exercise/s.			
3	I used the document with the useful Internet sites to find exercise/s.			

I **did not** do the exercise/s about _____ because _____

I **could not find** (an) exercise/s about _____, but I had a look at

(list the book/s, the Internet site/s, etc)

Step 3: My new text

	Statement	Yes	No	Comments / Problems
1	I organised my first ideas and made notes.			
2	I structured my notes. (e.g. introduction, main part, conclusion)			
3	I wrote a first draft.			
4	I followed the formal requirements: double-spaced (<i>doppelter Zeilenabstand</i>), 3 cm margin (<i>Rand</i>) at the right or left side, line numbers given.			
5	After I wrote my draft, I did not look at it for one day.			
6	Then, I checked the spelling again.			
7	Then, I checked the sentence structure again (Tip: S-V-O-place-time).			
8	I checked the tenses again. (Tip: consistency)			
9	I checked the comma rules again.			
10	I checked my sources again. (Tip: photos, pictures, other material?)			
11	I counted my words and wrote the number under the text (Tip: use the PC).			
12	I listed the vocabulary I looked up under the text (with source/s).			

Place for any additional comments you may have:

I used my own words and did not simply copy passages from the Internet. If I quote from the Internet, I clearly marked these parts using inverted commas (“...”). In addition, I listed the source of the quotation(s) in brackets. I am responsible for my text because I wrote the text myself.

Your signature

Date

Teacher's comments:

Teacher's signature

Date