

Reports at GCSE

You may be asked to write a report for your English Language exam. In order to get a C you must:

Have I achieved a C?	Yes/No	Example
I have identified the correct audience in my clear title		
I have used the correct format		
I have used a formal tone throughout		
I have arranged my writing into paragraphs with subheadings		
The order of my ideas follows the task and my report is long enough		
My ideas are clear and I have added detail		
I have varied the beginnings of my sentences		
My spelling is mostly accurate		
My punctuation is varied and mostly accurate		

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You may be asked to write a report for your English Language exam. In order to get an A you must:

Have I achieved an A?	Yes/No	Example
I have appealed to and engaged my audience		
My format and structure are effective and accurate		
I have crafted my tone/ language for the audience		
My paragraphs are varied in length and structure		
My writing has detail and is well developed, being of a suitable length for the task		
I effectively vary sentences throughout		
My spelling is correct		
My vocabulary is varied, effective and extended		
My punctuation is varied and effective		