

NAME _____

DATE _____

CHECKLIST: PLAY SCRIPT

Create a play script, use this planning feature template to make it the best possible play script it could be.

Features of a Play script	Planning
	<hr/> <hr/>
Is there a title at the top of the script?	
Is the cast of characters named?	
Has the scene been set – is there a description?	
Is the speaker clearly identified? Is there a new line for each new speaker?	
Is it written in the present tense ?	
Have stage directions been used eg. Walking slowly, laughs, pointing?	
Has description been used to move the scene on?	
Is there a clear beginning, middle and end?	

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CHECKLIST: RECOUNT

Write a recount of a memorable event, use this planning feature template to make it the best possible recount it could be.

Features of Recount Writing	Planning _____ _____
What sort of a recount is it? e.g. letter, biography, write up of event, diary, etc.	
Are the events in time order ?	
Is it in the past tense ?	
Is it in first or third person?	
Does it use time connectives ? e.g. next, meanwhile, within hours, soon afterwards, weeks later, etc.	
Does it use powerful verbs?	
Are there any quotations?	
Is the last line linked to the introduction / does it have a good conclusion ?	

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CHECKLIST : DESCRIPTIVE WRITING

Write a descriptive story, use this planning feature template to make it the best possible story it could be.

Features of a Descriptive Writing	Text
Are capital letters used at the start of each sentence and full stops at the end?	
Is there evidence of more sophisticated punctuation eg. Brackets, dashes, semi colons?	
Is there a range of simple and complex sentences?	
Have powerful adjectives been used for effect?	
Is the tense consistent?	
If speech has been used – have “ inverted commas ” been used correctly and is there a new line for each speaker?	
Have paragraphs been used?	
Have connectives been used to link paragraphs, ideas?	

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