

Minimum Standard Writing Test - Planning Sheet

Writing indicators	Consider these aspects before you sit the test.
Communication	What is the main idea I will talk about in my response? How will I respond to the writing prompt?
Structure and paragraphing	How many ideas will I present? How can I sequence my ideas? What words will I use to indicate time and/or place?
Audience	How will I get the reader's interest?
Use of language and vocabulary	What precise vocabulary will I use? What joining techniques will I use?
Grammar	How can I integrate formal language? How can I use my time to check that I have used correct word forms?
Sentence Structure	What sentence types will I use? How can I use my time to ensure that I form sentences correctly?
Punctuation	How much time should I use to check punctuation? What punctuation marks should I use to make my answer clear?
Spelling	How much time should I use to check spelling?