Writing self-check

Use one sheet for each practice answer.

Content and coherence

- ☐ I answered every bullet point or both parts of the survey question.
- ☐ Each paragraph has one main idea.
- ☐ My ideas are in a clear order, with linking words.

Vocabulary

- ☐ I used specific words (refund, deposit, appointment) instead of general ones.
- ☐ I did not repeat the same word again and again.
- ☐ I used two or three words from the vocabulary chapter.

Readability

- ☐ My verbs are in the right tense and agree with the subject.
- ☐ I checked plurals and articles (a, an, the).
- ☐ No two full sentences are joined with only a comma.
- ☐ I left a blank line between paragraphs.

Task fulfillment

- ☐ My tone is right for the reader.
- ☐ My answer is 150 to 200 words.
- ☐ Task 2: my choice is clear in the first and last sentence.

Speaking self-check

Content and coherence

- ☐ I started speaking right away.
- ☐ I had an opening, two or three points and a closing.
- ☐ Each point had a reason, an example or a detail.

Vocabulary

- ☐ I used words for the task (positions in Task 3, future forms in Task 4, comparisons in Task 5).
- ☐ I used at least one natural phrase from the phrase bank.

Listenability

- ☐ I spoke at a clear, steady speed.
- ☐ I had no long silences.
- ☐ When I made a mistake, I corrected it and kept going.

Task fulfillment

- ☐ I spoke to the person in the task.
- ☐ I spoke for at least three quarters of the time.
- ☐ I answered every part of the question.

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