

Checklist to improve your writing: C1 Advanced

Remember how the Writing paper is assessed

Four criteria are considered when the Writing paper is marked:

Content
✓ You have done what the task asked you to do. You have included all the important information.
✗ You did not include everything you were asked for. Perhaps you have written something irrelevant or misinterpreted the task.
Communicative Achievement
✓ The writing is appropriate for the task. You used the right style for what you're trying to communicate.
✗ The writing isn't suitable for the task – for example, it might be too formal or too informal.
Organisation
✓ The writing is put together well. It is logical and ordered. The ideas are clearly connected.
✗ It is difficult for the reader to follow. For example, the paragraphing is poor, there aren't many linking words, the ideas aren't organised logically, etc.
Language
✓ There is a good range of vocabulary and grammar, and these are used accurately. Even if there are some mistakes, the reader can still understand the text.
✗ There are mistakes that could make the text difficult or confusing for the reader.

How can I check and improve my own writing?

You can use this checklist to review your work and decide if you want to edit what you've written. For a good piece of writing at C1 Advanced level, you should be able to answer 'yes' to every question in this list.

Top tip

Find a 'study buddy' and use this checklist to help each other. Feedback and support from other learners can be very useful in improving your writing skills.

Content

- ☐ Have I covered all the key information required by the task?
- ☐ Have I written only information which is relevant to the task?
- ☐ Have I developed the basic points in the task with my own ideas?

Communicative Achievement

- ☐ Have I achieved the main purpose(s) of the text (for example, explaining, persuading, suggesting, apologising, comparing, etc.)?
- ☐ Have I used a suitable mix of fact and opinion?
- ☐ Have I used a suitable style and register (formal or informal) for the task?

Organisation

- ☐ Have I used paragraphs appropriately to organise my ideas?
- ☐ Have I used other organisational features appropriately for the genre of the text (for example, titles, headings, openings, closings, etc.)?
- ☐ Is the connection between my ideas clear and easy for the reader to follow? (For example, have I used appropriate linking words, pronouns, etc. to refer to different things within the text?)
- ☐ Are the ideas balanced appropriately, with suitable attention and space given to each one?

Language

- ☐ Have I used a wide range of vocabulary?
- ☐ Have I avoided repeating the same words and phrases?
- ☐ Have I used a range of simple and more complex grammatical structures?
- ☐ Have I correctly used any common phrases which are relevant to the specific task or topic?
- ☐ Is my use of grammar accurate?
- ☐ Is my spelling accurate?

Top tip

You can do practice activities and get immediate feedback on your writing at writeandimprove.com



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