

Skill Files	Writing a comment
Name:	Date:

Comment writing checklist

I have carefully structured my comment using an introduction, a main part and a conclusion.		
In the introduction I have not simply repeated the given topic or question.		
I have clearly stated the problem/issue at s		
In the main part I have referred to the author's (pro and con) arguments, explanations and examples .		
I have referred to the text as far as necessary to deal with the task.		
I have presented my own arguments, explanations and examples and clearly stated my opinion.		
I have arranged the arguments in a logical		
I have included supporting arguments, explanations and examples from other sources.		
I have presented my conclusion in a final state		
In the conclusion I have summed up my arguments/opinion.		
I have written complete sentences.		
I have used paragraphs in my text.		
I have used linking words to connect ideas and sentences.		
I have avoided contractions.		
I have checked my spelling/proofread my text with the help of a dictionary.		

Points I need to improve/ remember: