

a title

a list of what is
needed

steps in order

bullet points
or numbers to
separate steps

bossy words
(imperatives)

capital letters
to punctuate a
sentence

full stops

ideas and
sentences
joined with the
conjunction 'and'

common exception
words spelt
correctly

compound words

prefix un- used

plurals spelt
correctly

adding suffixes
-ing, -ed or -er
to a verb

adding suffixes
-er or -est to
an adjective

adjectives to
describe and
add detail