

Writing a news report

Use this checklist to edit the report.

Editor's checklist:

- Is the information grouped into logical paragraphs?
- Are the paragraphs in a logical order?
- Is there any unnecessary information?
- Is any necessary information missing?
- Are there any parts that you can't understand?
- Are a lot of the same words repeated?
- Can more precise words be used?
- Is there too much repetition of linkers like *and*, *but*, *then* etc?
- Do all the verbs agree with their subjects? (e.g. she are is ...)
- Have articles (the, a, an) been used correctly?
- Have the correct verb forms been used?
- Is the punctuation correct?
- Have all the words been spelt correctly?

Task 3: Final draft**Mystery Disappearance of English Teacher: Students Suspected**