

# Checking and editing

Now that you have finished writing your diary entry we need to go back and check it. Please put a tick in the box after completing each editing task.

**Task 1:** proof-read your diary entry to check your sentences make sense and that you haven't missed any words out.

**Task 2:** read your diary entry again and check for missing capital letters

**Task 3:** read your diary entry a third time and check that all of your sentences end with a full stop, exclamation mark or question mark.

**Task 4:** Use the table below to check that you have included all of the features of a diary entry.

Did I ...	Me
include a date?	
write in the first person? (e.g. I, me, my, we, us, our)	
write in the past tense for the main events?	
include an introduction to set the scene?	
tell events in a chronological order?	
include personal thoughts and feelings?	
use words relating to time? (conjunctions, adverbs and prepositions)	