

Explanations	
Features	
My text explains how/why something works or happens	
The title is a question	
I used an introductory opening statement	
I gave information in a series of chronological steps	
I used diagrams to help to explain something	
I used chronological order	
I used verbs in the present tense	
I used technical words	
I have used adverbs of time (first/firstly, next, after that) and have not used the word then	
My text answers the title question	
I have used numbered point or bullet points	
I have used brackets, dashes or commas to add extra information or explain terms	
I have used commas, full stops and question marks correctly	

1. Read through your piece of writing and, as you read, tick the features you have included.
2. If you do not have **all the features** of the text, review and edit your writing to include them.
3. Read through again and make sure you are proud of your writing.
4. Send the piece for feedback.