

## Recount Writing Proforma

**Be Descriptive** – use all your great words

**Keep it simple** – so reader can understand what is going on

**Topic** – make sure your writing fits the topic

<b>Topic:</b>	
<b>INTRO:</b>  Sets the scene, includes Who? When? Where? What? Why?	<i>Dot points – <b>use mainly past tense</b></i>
<b>MIDDLE:</b>  What happened in order  Main events in separate paragraphs  Avoid <b>repeating</b> words like Then I did this, then I did that Try using <b>before, after, at the same time, eventually, soon</b>	<i>Main events in separate paragraphs- <b>use past tense</b></i>
<b>END</b>  Say how things went How you felt about the things that happened	<i>Dot points</i>
<b>EDIT:</b>	Do my ideas work together to make my message clear? Does my paper have an effective introduction and conclusion? Are my paragraphs effective? Does my punctuation enhance the meaning? Have I checked my spelling? Are my capitals where they belong? Do I have subject/verb agreement?