VCE Checklist for Personal Writing

Possible text types where the list may be useful could include a journal entry, personal email or letter, blog or personal reflections such as in the script for a speech or talk.

Check-list for Content

INTRODUCTION
Did I explain what and why I am going to write about clearly **in my own words**?

MAIN BODY
Have I described a range of different activities (3+) **in my own words**?

Did I explain what I did in detail **in my own words**?

Did I explain how I felt and why **in my own words**?

CONCLUSION
Did I summarise the content from body paragraphs **in my own words**?

Did I finish the paragraph to suit the audience and the purpose of writing **in my own words**?

Did I showcase varied vocabulary, expressions and structures that I have learned in the unit so far? Are they accurate?

Check-list for Language and Style

Did I use emotive language to express my feelings?

Did I spell all the words accurately? Did I capitalise nouns?

Did I use commas appropriately such as before conjunctions, relative pronouns and subordinate clauses?

Have I checked word order using S(V)TOMP(V)? Are there modals, relative pronouns or conjunctions which 'kick' the conjugated verb to the end?

Did I show all typical features of the text type[2]?

Did I show personality in my writing? Did I aim to use a few idioms (where appropriate).

Did I use a wide range of VCE grammar structures[3] learnt? Some ideas:

• Comparative & superlatives
• Varied Conjunctions
• Correlatives (weder... noch)
• Relative Pronouns
• Wo/Da Compounds
• Reflexives
• Imperative/Subjunctive Mood
• Impersonal Expressions
• Infinitives with lassen & zu/um... zu
• Verbs taking a prepositional object
• Verbs taking the dative
• Varied tense (where appropriate)

Check list for Sequence and Structure

Did I use a clear and 'catchy' topic sentence at start of each paragraph to guide the readers to understand what is coming in the writing?

Did I use appropriate conjunctions or phrases to link content logically?

Are the sentences clearly reflecting what was foreshadowed in my topic sentence?

Did I describe the events/ activities chronologically?

1　VCAA Performance Descriptors available on the 'Advice for Teachers' Page: https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/german/advice-for-teachers/Pages/PerformanceDescriptors.aspx

2　Consult the VCAA General Assessment Advice for information on the characteristics of text types: https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/german/advice-for-teachers/Pages/GeneralAssessmentAdvice.aspx

3　Taken from VCE German Study Design pp.13–15

An idea published in SZENE 2023 from Julian Perry, Korowa Anglican Girls' School.