

Checklist to improve your writing: C2 Proficiency

Remember how the Writing paper is assessed

Cambridge English examiners consider four things when marking the Writing paper:

Content
✓ You have completed the task well, meeting all the task criteria and including all necessary information.
✗ You did not include everything the task required. Perhaps you have written something irrelevant or misinterpreted the task.
Communicative Achievement
✓ The writing is appropriate for the task. You used the right style and register for the genre.
✗ The writing isn't suitable for your communicative purpose(s) or the conventions of the genre. It may not effectively hold the reader's attention.
Organisation
✓ The writing is coherently organised. The focus and prioritisation of ideas is logical and ordered. The ideas are clearly connected.
✗ It is difficult for the reader to follow. There may be organisational features which are not appropriate for the genre or which make the connection between ideas unclear.
Language
✓ There is a good range of vocabulary and grammar, and these are used accurately and appropriately for the topic and genre. Even if there are some mistakes, the reader can still understand the text.
✗ There are mistakes that could make the text difficult or confusing for the reader.

How can I check and improve my own writing?

You can use this checklist to review your work and decide if you want to edit what you've written. For a good piece of writing at C2 Proficiency level, you should be able to answer 'yes' to every question below.

Top tip!

Find a 'study buddy' and use this checklist to help each other. Feedback and support from fellow learners can be very useful in improving your writing skills.

Content

- Have I covered all the key information required by the task?
- Have I written only information which is relevant to the task and to the intended reader?
- Have I developed the basic points in the task with my own ideas?
- Have I included references or examples where necessary to support any ideas or information?

Communicative Achievement

- Have I achieved the main purpose(s) of the text (for example, explaining, persuading, suggesting, apologising, comparing, etc.)?
- Have I used a suitable mix of fact and opinion according to the requirements of the task and my communicative purpose(s)?
- Have I used a suitable style and register for the task and genre?
- Have I followed writing conventions which are particularly relevant to the task and genre?

Organisation

- Have I organised my ideas clearly and coherently, using the most appropriate and effective structure for the task?
- Have I used other organisational features appropriately for the genre (for example, titles, headings, openings, closings, etc.)?
- Is the connection between my ideas clear and easy for the reader to follow? (For example, have I used appropriate linking words and other cohesive devices?)
- Are the ideas balanced appropriately, with suitable attention and space given to each one?

Language

- Have I used a wide range of vocabulary, appropriate to the topic and genre?
- Have I avoided repeating the same words and phrases?
- Have I used a range of simple and more complex grammatical structures appropriately?
- Have I correctly used any common phrases which are relevant to the specific task or topic?
- Is my use of grammar accurate?
- Is my spelling accurate?

Top tip!

You can do practice activities and get immediate feedback on your writing at [writeandimprove.com](https://www.writeandimprove.com).