Features of a Non-Chronological Checklist

Did I...	✓ Child	✓ Friend	✓ Teacher
Structure and Language			
include a title which tells the reader what my report is about?			
write an introduction giving the reader some brief information about the content included?			
include interesting, clear, accurate and detailed information about the topic?			
use organisational and presentational devices to structure my text? (For example, headings, bullet points, underlining)			
select vocabulary carefully, using technical vocabulary when necessary?			
end with a summary explaining the main points I want my audience to remember?			
Punctuation and Grammer			
use relative clauses beginning with who, which, where, when, whose, that, or an omitted relative pronoun?			

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Next time it might be better if...			