

Things to remember when attempting a directed writing :-

- read the passage carefully and return to check key details as you plan your answer
 - answer all parts of the question, giving ~~an~~ equal attention to each of the three bullet points
 - adapt material from the passage to make it an appropriate response to the specific task set
 - plan your answer to ensure that the material is sequenced logically and to avoid repetition
 - take account of the given persona, audience and purpose for your response. (for report writing)
 - leave sufficient time to edit your response
 - extend and develop relevantly a number of the ideas you include - do not just repeat them.
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- Read para after completion (before moving onto the next para) to check whether everything has been included in that.
 - Proof read is for correcting spelling errors, punctuation and other small things. Checking whether everything is included during proof won't help much, do that in the Para check.