

# ARMS

BEFORE YOU SUBMIT:

1. ADD - ADD WORDS, SENTENCE FOR CLARITY; ADD QUOTE FOR DEPTH

2. REMOVE - REMOVE UNNECESSARY WORDS, SENTENCES, IRRELEVANT IDEAS

3. MOVE - MOVE SENTENCES, PARAGRAPHS FOR CLARITY

4. SUBSTITUTE - BLAND WORDS FOR SPECIFIC WORDS, QUOTES FOR MORE SPECIFIC EVIDENCE



## BEFORE YOU SUBMIT:



E

1. CAPITAL LETTERS - CAPITALISE PLACES, PEOPLE, CHARACTERS AND TEXT TITLES.

U

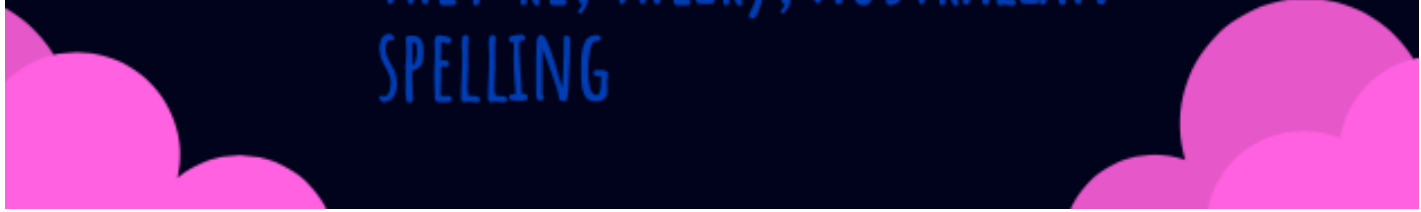
2. USAGE - SENTENCE TYPES, START WITH A VERB OR DIALOGUE, USE CONNECTIVE WORDS (ALTHOUGH, HOWEVER, FIRSTLY, IN CONCLUSION)

P

3. PUNCTUATION - FULL STOPS, COMMAS, QUESTION MARKS, APOSTROPHES, QUOTATION MARKS

S

4. SPELLING - HOMOPHONES (THERE, THEY'RE, THEIR), AUSTRALIAN SPELLING



<p><b>Before you submit:</b></p> <p><b>1. Capital Letters</b></p> <p><b>2. Usage</b></p> <p><b>3. Punctuation</b></p> <p><b>4. Spelling</b></p>	<b>C</b>	The first word in each sentence is capitalised.
		All places, people and characters are capitalised.
		All text titles are capitalised (e.g.: Jasper Jones, The Hobbit, The Simpsons).
	<b>U</b>	I have used simple, compound and complex sentences.
		My sentence beginnings vary (starting with a verb, adverb, ing word etc.).
		I have used connective words (although, however, firstly, in conclusion etc.).
	<b>P</b>	Every sentence ends in a punctuation mark (full stop, question mark etc.).
		Commas have been used to separate words in lists.
		Apostrophes are used in contractions (e.g.: he's, they're, should've).
		Punctuation is <i>inside</i> speech marks (e.g.: "Hello," said Jack.)
	<b>S</b>	I have correctly spelled the words within the question.
		I have checked the spelling of my writing.
		Standard Australian spelling has been used (colour – with a u, capitalise – no z's).
		Homophones are correctly spelled (there – place, their – ownership, they're - they are).

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<b>Before you submit:</b> <b>1. Add</b> <b>2. Remove</b> <b>3. Move</b> <b>4. Substitute</b>	<b>A</b>	Do I need to add words for clarity?
		Do I need to add sentences for clarity?
		Do I need to add a quote to support my opinion?
		Do I need to add depth to my analysis?
	<b>R</b>	Do I need to remove unnecessary words?
		Do I need to remove unnecessary sentences?
		Do I need to remove repetition in my writing?
		Do I need to remove irrelevant ideas or points in my writing?
	<b>M</b>	Do I need to move my sentences around for clarity?
		Do I need to move my paragraphs around for clarity?
		Do I need to move my formatting around for clarity?
	<b>S</b>	Do I need to substitute bland words for specific words? (sad to melancholy)
		Do I need to substitute general words for specific words? (opinion to interpretation)
		Do I need to substitute my evidence? (is my evidence the most relevant for my point?)
		Do I need to substitute my connectives? (however, although, in contrast etc.)

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