SPM English article planning sheet and checklist

Use this sheet for any SPM English article question. Spend about five minutes on the plan before you start writing. Aim for 200 to 250 words in Part 3.

Step 1: Read the question

- Who are my readers? _____
- Where will it be published (school magazine, website, newsletter)? _____
- Prompt 1: _____
- Prompt 2: _____
- Prompt 3: _____

Step 2: Plan your article

Part	My notes
Title	
Byline (optional)	
Introduction: hook	
Body 1: prompt 1 and example	
Body 2: prompt 2 and example	
Body 3: prompt 3 and example	
Conclusion: final thought or call to action	

Step 3: Useful linking words

- Adding a point: also, in addition, on top of that
- Contrasting: however, on the other hand, even so
- Giving an example: for instance, such as, take ... for example
- Giving a result: as a result, so, because of this
- Ending: so, all in all, before you decide

Step 4: Check before you finish

- I have a title linked to the topic.
- There is no "Dear", no address and no sign-off.
- My introduction hooks the reader and speaks to them.
- Each prompt has its own paragraph with a clear topic sentence.
- Each body paragraph has at least one specific example.
- I used a range of linking words, not only "Firstly" and "Secondly".

- My tone is friendly and semi-formal, with no slang.
- My conclusion gives a final thought or call to action in new words.
- I am between 200 and 250 words.
- I checked spelling, tenses and subject-verb agreement.