WRITING CHECKLIST

The following chart allows you to consider what is expected from your writing task. You can self-evaluate before your tutor does.

Remember the task:

**ACTIVITY 6**

**Describing intentions, plans and promises to get a scholarship and funds for a research.**

Imagine you are applying for a CONACYT scholarship and you have to write an intention letter so the boarding committee evaluates the pertinence of your application and to see if your research products and knowledge will satisfy the needed standards.

Be sure you include:

* Full name
* Degree
* Institution you are studying
* Abilities regarding: communication, group work, customer care, intercommunication
* What are you planning to do with the money
* How much you are going to need
* How long is going to take you the study
* Describe your products and what you are going to do with them to help society.

|  |  |
| --- | --- |
| Elements | Checked? |
| 1. Resultado de imagen para keyboard writingDate: Month/day/year
 |  |
| 1. Personal information
 |  |
| 1. Introduction paragraph
2. Amount of money needed
 |  |
| 1. Time to achieve your goals
 |  |
| 1. Promises
2. Intentions
3. Plans
4. Product description
5. Conclusion
6. Company logo/ Name and signature
 |  |

 Mark with a (🗸) if you have covered all the elements from

 your piece of writing.