

Use this checklist to help you plan and edit your biography:

Features of Biography Checklist

Have I...



used a question or interesting opening statement to hook the reader?	
summarised the main events of the person's life in the first paragraph?	
written in the past tense?	
used third person pronouns?	
written about key events in the person's life?	
written about key influences in the person's life?	
used the passive voice?	

linked sentences and paragraphs using:

• ellipsis?	
• repetition?	
• adverbials?	

summarised the person's life by mentioning:

• their main achievements?	
• personality?	
• how he or she will be remembered?	