

Writing Worksheet Template

Writing Prompt: Paste or write the full pro	mpt here:		
Step 1: Understand What is the prompt really			
What's your position or co	ore message?		
	Humorous □ Dramat	cic 🗆 Curious	
How do you want the read			
Step 2: Brainstorm	Key Ideas		
	Nhy It Matters	Example (From the Curriculum or Real Life)	→ Twist / Insight



Writing Format:

- ☐ Essay Best balance of structure, clarity, and argument
 - Ideal for persuasive, analytical, or reflective pieces
 - Easy to plan (intro → body → conclusion) and judge-friendly
- ☐ Short Story Engaging and memorable
 - Excellent if it still clearly answers the prompt
 - Needs strong planning, but allows creativity and emotion
- ☐ Letter Personal yet structured
 - Great for combining logic + emotion
 - Simple format (greeting, body, conclusion), easy to stick to one voice
- ☐ Diary Entry Emotional & reflective
 - Strong for prompts about experience, choices, or change
 - Less formal, allows deep voice and perspective
- ☐ Report Logical but dry
 - Easy to organize, but risks being boring
 - Works best for factual prompts (e.g., science/history-style themes)
- ☐ Dialogue/Script Creative but risky
 - Harder to organize and maintain clarity under time pressure
 - Needs balance of voice, conflict, and structure to score well
- □ Poem High risk, high reward
 - Only recommended for highly confident, advanced writers
 - Difficult to develop strong arguments or examples clearly in 40 minutes



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Step 3: Plan Your Structure

₩ Introduction Hook:
Reframe the prompt / Thesis:
Preview (optional):
Body Paragraph 1 Main idea:
Why it matters:
Example:
Mini punchline or twist:
Body Paragraph 2 Main idea:
Why it matters:
Example:
Mini punchline or twist:



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Body Paragraph 3	
Main idea:	
Why it matters:	
Example:	
Mini punchline or twist:	
vidi	
& Conclusion	
Reconnect with your hook or message:	
Final insight / Challenge / Reflection:	
rmarmsignt / chanenge / Kenection.	
Memorable ending line:	
Step 4: Presentation Check	
My handwriting is neat and spaced	
Paragraphs are clearly separated	
Spelling and punctuation are correct	
✓ It flows well when read aloud	
✓ The reader won't get confused or bored	



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Final Team Checklist

Area	Ask Yourselves	✓
Clarity	Can a judge follow this easily from start to finish?	
Content	Are our ideas strong and	
	well-supported?	
Style	Is the writing engaging and expressive?	
Originality	Does it feel unique or surprising?	
Presentation	Is it neat, easy to read, and enjoyable visually?	