

Centre for English Teaching Specialization

MOOC 4: Communication Skills for University Success

4.4b Written Assignments Final Checklist

Polishing & Refining

1. Does your assignment answer the question? ☐
2. Is your assignment in the right format/style (i.e. essay, report, proposal etc.)? ☐
3. Does your assignment answer all parts of the question to the level of detail required by the marking criteria? ☐
4. Do you have a logical development of ideas? ☐
5. Can you explain your argument, using the same structure in your assignment, to someone else? ☐
6. Do you have enough supporting evidence for your ideas? ☐
7. Are all of your ideas appropriately referenced? ☐

<p>Essays</p> <ol style="list-style-type: none"> 1. Do you have an introduction and conclusion? 2. Does your introduction predict the information in the body of the essay? 3. Does your conclusion summarise the information in the body of the essay? 4. Do you have topic sentences for all your paragraphs? 5. Do they match the arguments in your introduction and conclusion? <p>Titles</p> <ol style="list-style-type: none"> 1. Is you titled DEF (declarative, engaging and focused?) 2. Is your title clear? 	<p>Reports/Proposals</p> <ol style="list-style-type: none"> 1. Do you have all the sections required by the question/by your field? 2. Do you need to provide and executive summary/abstract? 3. Do all your paragraphs have topic sentences? 4. Do your topic sentences match the ideas in each section? <p>Section Titles</p> <ol style="list-style-type: none"> 1. Are they appropriate for the section? 2. Are there any verbs? 3. Are they clear direct?
<p>Visual Aids</p> <ol style="list-style-type: none"> 1. Where are your visual aids? 2. Do they inform your writing? 3. Are they necessary? 4. Have you labelled them appropriately and correctly? 5. Have you included all of the visual aids mentioned in the text? 6. Have you correctly referenced all of your visual aids if they come from another information source? 	

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Editing for Language

1. Does it sound more like written language? ☐
2. Have you used correct grammar? (watch out for: word forms, double negatives, pronouns & complete sentences) ☐
3. Do your sentences need to be that long? ☐
4. Is anything irrelevant to your argument? ☐
5. Have you used appropriate vocabulary? ☐
6. Do you have word chains linking your ideas and paragraphs together? ☐
7. Do you repeat words too much? ☐
8. Have you linked your paragraphs or ideas within paragraphs together using the appropriate conjunctions? ☐
9. Do you have a title? ☐

Formatting

1. Does it look like an essay/report/proposal etc.? Is it meant to? ☐
2. Is your name/university ID clearly on the assignment? ☐
3. Have you included the course, date and page numbers? ☐
4. Is the font clear and readable? ☐
5. Is the document double or 1.5 spaced? ☐
6. Are your references consistent? ☐
7. Have you followed a referencing style appropriate for your field? ☐
8. Do you have a full reference list at the end of your assignment? ☐