

Unit 2: Situation-Problem-Solution-Evaluation Checklist	YES	NO
<p><u>Task/ Format/Structure:</u></p> <p>Did you include a Title, Introduction, Body (Problem/s, Solution/s, Evaluation), Conclusion and Reference List?</p> <p>Is there a clear purpose to your essay?</p> <p>Did you write the content in your own words? (no copy and pasting)</p> <p>Have you structured your writing in a SPSE format?</p> <p>Did you include page numbers?</p> <p>Have you used double spacing?</p> <p><u>Research:</u></p> <p>Are your resources relevant?</p> <p>Are your resources reliable?</p> <p>Are your resources varied? E.g. Have you used a mix of books, academic journals, newspapers, websites, and documentaries/visual media?</p> <p>Did you use evidence and statistical data to support your thesis?</p> <p>Did you use expert opinion and embed quotes into your thesis?</p> <p>Did you use APA in-text citations within your report in a variety of ways, whenever you used content from a source?</p> <p>Did you list your references in alphabetical order in your reference list?</p> <p>Did you format your APA in-text references appropriately, citing the page number or paragraph number?</p> <p><u>Analysis:</u></p> <p>Did you synthesise (combine) content from various sources within each paragraph?</p> <p>Did you interpret your data accurately and logically?</p>		

In your conclusions, did you consider:

- what we can learn from the research?
- what conclusions can we draw?
- what do your findings show? What is your interpretation?

Language:

Did you use appropriate academic vocabulary?

Did you use a formal, written style?

Have you proof read for correct spelling, punctuation, sentence structures, appropriate vocabulary and consistent tense?

Did you use topic sentences to introduce main ideas in your paragraphs?

Did you use signposting and linking language enough?

Did you paraphrase effectively so that your meaning is clear despite some small grammar or vocabulary mistakes?