

Detailed marking of written assignments

1. Does the introduction:

Medium Weighting

- a. Introduce the general topic and context?
- b. Prepare the reader for what's coming?
- c. Have a logical structure that moves from the general to the specific?
- d. Actually reflect what's in the main text?

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2. Does the conclusion:

Medium Weighting

- a. Make clear the importance of the work described?
- b. Draw the main points together to outline the argument?
- c. Consider specific results and their implications and place them back in their wider context?
- d. Actually reflect the argument in the main text?

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3. Does main text:

High Weighting

- a. Make a point?
- b. Contain prose sentences and paragraphs rather than bullet points?
- c. Contain a logical progression of ideas on a paragraph-by-paragraph basis?
- d. Mainly contain paragraphs that have one central idea?
- e. Mostly have clear links from idea to idea and paragraph to paragraph?
- f. Have topic sentences for most paragraphs?
- g. Pass the topic-sentence test?

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4. Explanation and relevance

Medium-High Weighting

- a. Are individual concepts clearly explained in a step-by step fashion?
- b. Where appropriate, are similarities and differences between sub-topics made clear?
- c. Are the figures used relevant?
- d. Are the captions clear and explanatory?
- e. Are there enough figures to show what's going on?

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Please turn over>

5. Jargon

Low-Medium Weighting

- a. Are all jargon terms defined on first use? ☐
- b. Are all acronyms spelled out? ☐
- c. Is the simplest word used where possible? ☐
- d. Are all jargon words and acronyms used accurately and consistently? ☐

6. Has repetition been avoided for:

Low weighting

- a. Individual words? ☐
- b. Sentence construction, particularly beginnings of sentences? ☐
- c. Sentence length? ☐

7. Are the appropriate lengths used for:

Low weighting

- a. Paragraphs? ☐
- b. Sentences? ☐

8. Has the assignment been completed as specified?

Medium-High Weighting

9. Was the content itself worthwhile?

High Weighting

10. Was there evidence of plagiarism, even if inadvertent?