**TASK ACHIEVEMENT Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Have you:

* structured the essay in the appropriate genre?
* presented a position or opinion? [discursive / persuasive essays]
* been consistent with your opinion / position? [discursive / persuasive essays]
* identified problems and solutions? [problem / solution essay]
* structured your introduction appropriately?
* structured your conclusion appropriately?
* presented topic sentences that contain a topic and controlling idea?
* supported your topic sentences with PEEL structures?
* only included relevant details?
* met the required word count?

**GRAMMATICAL RANGE AND ACCURACY**

* included a range of simple and complex sentences?
* checked common grammar structures e.g. tenses, subject-verb agreement, articles?
* conveyed your intended meaning?
* used correct punctuation, especially capitals, full stops and commas?

**LEXICAL RESOURCE**

* used a wide range of vocabulary?
* used a satisfactory range of low-frequency terms?
* used word forms skilfully?
* spelt correctly?
* used a good range of academic collocations?

**COHESION AND COHERENCE**

* checked that your essay is coherent? (i.e. are information and ideas logically connected)
* checked you have used cohesive devices, e.g. transition signals/linking words?

Final question: Did you allocate time at the beginning to plan your essay AND did you allocate time at the end to read over your essay?

**Areas for improvement:**

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Karen Smith, adapted from Malcolm, BE10-819-PM