



Checklist

It is essential that you learn to read critically, rather than simply accepting everything in the textbook. This involves such things as determining whether information is fact or opinion, and identifying the writer's purpose. In order to read critically:

Content

- Does your written work answer all parts of the question?
- Do you make your ideas clear for the person reading?

Structure

- Is your writing well organised with a clear beginning, middle and ending?
- Does each paragraph have ONE main idea that is stated clearly?
- Is there a logical structure to your writing?
- Do your sentences and paragraphs link together well?

Grammar and Spelling

- Read your writing again, this time thinking about grammar and spelling – use your 'spellcheck'
- Are there any words you might have spelt incorrectly?
- If so, check them in a dictionary or using the Word spellchecker.
- Is your writing clear and easy to understand?
- If so, change to simpler sentences; mark parts you are still concerned about.
- Is there a subject and a verb in every sentence?
- Do the subject and verb agree?
- Have you checked the tenses, especially the past tense?

Referencing

- Have you used citations in the text, showing where you got ideas and/or information from other writers?
- Have you put a list at the end (References) giving all your sources?
- Have you paid attention to your tutor's specific instructions concerning the bibliography?

Word Count

- Have you checked the word count against the assignment instructions?