

## CHECKLIST FOR WRITING & EDITING ASSIGNMENTS

### Understanding the question

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- ☐ What kind of assignment is it? (e.g. essay, research report, case study, reflective journal, law case notes)
- ☐ What is the topic? Can I explain the topic in one statement?
- ☐ What do I have to do? (e.g. discuss, summarise, critically analyse, compare)
- ☐ Do I understand the assessment marking criteria?

### Structure

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- ☐ Does my faculty recommend a particular structure for my assignment?
- ☐ Does the introduction provide my thesis statement (main argument) and a summary of what I will discuss?
- ☐ Does the body of my assignment:
  - ☐ link together well between sentences and paragraphs?
  - ☐ provide clear headings? (Headings are generally used in reports, not in essays)
  - ☐ provide clearly structured paragraphs?
    - One main idea for each paragraph
    - Clear topic sentences (usually the first sentence)
    - Other sentences that support the topic sentence (elaborate, explain, give examples)
- ☐ Does the conclusion of my assignment link back to the topic area/question?
- ☐ Does it summarise what I have said and re-state my thesis statement?

### Content

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- ☐ Are there enough ideas to answer the question fully? Could anything be added?
- ☐ Are all the ideas relevant to the assignment question?
- ☐ Have I taken a position? Can I justify it with examples and evidence from my reading?
- ☐ Have I demonstrated a critical approach in my writing? (Is this relevant? Is this important? Is this valid?)

### Reading/Referencing

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- ☐ Are the sources that support my ideas current, relevant and reliable? Are they academic?
- ☐ Am I able to use more than one source to support some of my ideas?
- ☐ Are in-text references correctly provided using appropriate referencing style? (e.g. Harvard UTS, APA, Footnote)
- ☐ Is a complete reference list or bibliography provided?
- ☐ Are all the in-text citations included in the reference list?

**For referencing conventions and use of EndNote/Refworks go to:**

<http://www.lib.uts.edu.au/help/referencing>

## Academic style

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- ☐ Have I chosen formal vocabulary? (e.g. *lots of* = *a considerable amount*; *bad* = *unfavourable*; *stay the same* = *stabilize*)
- ☐ Have I used an appropriate academic style?
  - Avoid the use of contractions (e.g. *don't/do not*)
  - Avoid over-use of 'etc.'
  - How certain do I want to be? (e.g. *It is certain that...* / *It appears certain that...* / *It is possible that...*)
  - Avoid the use of personal language (e.g. *Everybody knows...* = *It is generally accepted...* / *I think that...* = *It is likely that...*)

## Grammar & vocabulary

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- ☐ Does my writing make sense when I read it aloud (to someone else)?
- ☐ Have I used any incomplete sentences? (e.g. *Because the study is limited.*)
- ☐ Have I used correct and consistent verb tenses?
- ☐ Is there subject-verb agreement? (e.g. *the studies show/the study shows*)
- ☐ Have I used singular/plural forms correctly? (e.g. *study/studies*)
- ☐ Have I checked word forms? (e.g. *study* (noun); *studied* (verb); *studying* (noun or verb))
- ☐ Have I varied my vocabulary to avoid being repetitive? (e.g. *The research shows that...* / *It also shows...* / *It reveals...*)

## Proofreading

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- ☐ Have I checked for typing, spelling and punctuation errors?
  - See the punctuation guide at <http://www.uts.edu.au/current-students/support/helps/self-help-resources/grammar/punctuation>
- ☐ Have I used the correct spacing, margin, font size and other presentation requirements?
- ☐ Has the word limit matched the assignment requirements?

## Writing guides and online self-help assistance

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Some faculties have guides to help you with your writing, including:

- Arts and Social Sciences <https://www.uts.edu.au/sites/default/files/fass-presentation-essays.pdf>
- Business <http://www.uts.edu.au/current-students/business/study-and-assessment-resources/developing-your-academic-writing>
- Law <http://www.uts.edu.au/sites/default/files/law-guide-to-written-communication.pdf>
- Health <https://www.uts.edu.au/sites/default/files/uts-health-student-guide.pdf>

For more online assistance with your writing, go to HELPS:

<http://www.uts.edu.au/current-students/support/helps/self-help-resources/academic-writing>

For more online assistance with Study Skills, go to the UTS Library:

<http://www.lib.uts.edu.au/help/study-skills/writing-reading-speaking>