When revising and editing your assignment, ask yourself...

**Have I answered the question or task as fully as possible?**
- What is my thesis/central proposition/main assertion?
- Do I make a clear argument or take a position about the topic? Do I state that position in my introduction?
- Does my introduction or opening paragraph prepare the reader for what follows?

**Is my essay clearly structured?**
- Does my assignment have a clear introduction, a body and a definite conclusion?
- Does the assignment advance in logical stages?
- Are the major points connected? Are the relationships between them expressed clearly?
- Do the major points all relate to the topic and contribute to answering the task or question?

**Are my paragraphs clearly connected and coherent?**
- Does each paragraph begin with a topic sentence?
- Do the sentences flow smoothly and logically from point to point? Does each sentence clearly follow on from the one before?
- Does each paragraph state its case clearly and completely, or should there be more evidence/detail?
- Are there adequate transitions between sentences and paragraphs? Are transitions varied or are they all the same kind?
- Are all examples and quotes relevant to and supportive of my answer?
- Are facts and opinions supported with examples or explanations where necessary?
- Is my written expression appropriate?
- Have I used direct and clear language?
Have I fully referenced my sources of information?
☐ Have I referenced all the words, ideas and information sources I have used in my assignment?
☐ Have I used a consistent referencing style?
☐ Is there a clear distinction between my thoughts and words and those of the author(s) I’ve read and cited?
☐ Are quotations properly introduced? Are they accurate? Are they formatted correctly?
☐ Do the quotations add evidence or provide an authoritative voice, or am I letting the author(s) speak for me? Would writing it in my own words be more effective?

Have I remained within or exceeded the set word limit?
☐ I don’t have enough words:
  • Have I fully answered the question or task?
  • Do I need to read more? Should I include more information or discussion?
  • Have I provided enough evidence to support my argument/s?
☐ I have too many words:
  • Have I included only relevant information?
  • Is there any unnecessary repetition in my assignment?
  • Is my written expression as clear and concise as possible, or is it too ‘wordy’?

Have I proof read and revised my assignment for errors?
☐ Have I checked my spelling? Have I read through my assignment and not just relied on a computer spell checker?
☐ Is all my bibliographical information correct?
☐ Have I used correct punctuation? Have I ended every sentence with a full stop?

Is my assignment well presented?
☐ Does the presentation follow any guidelines set by my lecturer or school?
☐ Have I included a cover sheet? (assignment cover sheets are available from your school office)
☐ Have I made sure my assignment is legible? Is it typed or written neatly?
☐ Have I used double-line spacing?
☐ Have I numbered pages and used wide margins?
☐ Have I kept an extra copy?
Further Reading


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