**Evaluate written assignments for yourself**

Learn to evaluate your work accurately and fairly. You can use this checklist to evaluate whether your assignments need further work before you submit them.

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| **Content and relevance**  It adheres to the assignment brief  It answers the question(s) posed by the title  Sufficient space is allocated to the most important points  It demonstrates wide reading  It demonstrates thought and reflection  I have an interesting angle on the issues  It is all relevant to the set question/ title  **Argument and critical analysis**  I engage well with the relevant debates  My own position comes across clearly  I make a strong case to defend my position  I include much strong critical analysis of arguments, theories, evidence, etc.  My line of reasoning is clear and logical  I weigh evidence fairly for diverse viewpoints  I provide sufficient examples and evidence to support my position and points I make  I synthesise material/ arguments well  The conclusion is concise and follows logically from the case I have made  **Structure and grouping**  It has a strong overall structure  Ideas are grouped and suitably linked  Points are presented in the right order  Each paragraph is well structured  Each paragraph follows logically from others | **Clarity, writing style and readability**  It adheres to academic conventions  The writing styles are appropriate for my course and the assignment content  The language is clear and straightforward  It is obvious which sentence in my introduction summarises my position  The introduction is clear and to the point  I have followed through on what I said I would do/ cover in my introduction  It avoids lengthy description  The text is not chatty or flippant  It is free of slang and colloquialisms  It is succinct, making best use of the word allocation  Sentences are of a reasonable length  It avoids repetition  It flows well and easily when read aloud  **General**  It is all in my own words, free of plagiarism  It is presented as required  Grammar and punctuation are correct  Every source I have used is correctly cited  My list of references includes every source that I have cited in my writing  Citations and references are accurate  I have taken account of feedback I received for earlier work (page 316). |

***See also:*** *The Study Skills Handbook*, Chapters 13-16