**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