**How good am I at managing writing tasks?**

For each item below, select ✓ the boxes that apply. Then rate how well you perform the skill currently (9 = excellent, 1 = weak/ needs a lot of work). Use your evaluation to decide priorities for improvement. Page references below are to the fifth edition of *The Study Skills Handbook*.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Do I know how to…** | **Yes** | **I just need practice** | **Not sure** | **No** | **Rating** | **See pages** |
| 1. envision the writing process as a whole? |  |  |  |  |  | 274-275; 282-283 |
| 1. get started/ overcome writer’s block? |  |  |  |  |  | 278-280 |
| 1. use assignment titles/ questions effectively? |  |  |  |  |  | 284-285 |
| 1. write using expected academic conventions? |  |  |  |  |  | 281 |
| 1. organise my thoughts for writing? |  |  |  |  |  | 289-291 |
| 1. plan a piece of writing? |  |  |  |  |  | 282-283; 387-391 |
| 1. organise and structure my writing? |  |  |  |  |  | 286-294 |
| 1. write good paragraphs? |  |  |  |  |  | 293-295 |
| 1. link ideas together? |  |  |  |  |  | 296 |
| 1. write a persuasive argument? |  |  |  |  |  | 266; 317 |
| 1. provide critical analysis? |  |  |  |  |  | 255-266 |
| 1. use academic writing styles? |  |  |  |  |  | 281; 308-315 |
| 1. use reflection in writing? |  |  |  |  |  | 313-314 |
| 1. draft, edit and proof-read? |  |  |  |  |  | 292-297 |
| 1. present my writing? |  |  |  |  |  | 298-299 |
| 1. write an essay? |  |  |  |  |  | Chapter 15 |
| 1. write a report (e.g. for research projects)? |  |  |  |  |  | Chapter 16 |
| 1. write a case study? |  |  |  |  |  | Chapter 16 |
| 1. cite my sources? |  |  |  |  |  | 249-251 |
| 1. use feedback to improve my marks? |  |  |  |  |  | 315-316 |