**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 |