

## CHECKLIST FOR WRITTEN WORK

### Choice of subject

1. Does your subject match the assignment?
2. Is it relevant to the course material? Significant? Important?
3. Is it suited to the paper's length? Too broad or too narrow?
4. Is it clearly formulated as a central question, issue or thesis?
5. Is the title specific, appropriate and effective?

### Use of material

1. Do you report honestly what you have read and observed?
2. Do you offer relevant material to illustrate, support and develop your ideas?
3. Are your illustrations and references clear, accurate and effective?
4. Do you use quotation, paraphrase and summary accurately and not too much?
5. Do you accurately identify your sources?

### Thought and Interpretation

1. Do you understand the material, or are you offering a hasty reaction, casual opinion, or misinterpretation?
2. Are you independent and imaginative, or do you use cliches and a conventional approach?
3. Is your thinking clear or vague? Logical or illogical? Objective or biased? Penetrating or superficial? Convincing or unconvincing?

### Organization

1. Is your introduction inviting and thought-provoking? Does it say too little or too much?
2. Are your paragraphs too short or too long? Are they unified, coherent and well-developed? Are they relevant to the subject or thesis?
3. Does each paragraph follow the preceding one logically with good transition?
4. Is your conclusion relevant and effective?
5. Does your composition thoroughly answer the question, explore the issue or prove the thesis?

### Grammar and expression

1. Is your choice of words precise or inaccurate? Fresh and lively, or dull?
2. Have you made any grammatical errors?
3. Is each sentence clear, effective and economical, or awkward and ambiguous?
4. Are successive sentences varied in length and wording?
5. Does your writing style help clarify your thoughts, or does it confuse and distract the reader?

### Spelling, punctuation and mechanics

1. Is your paper neat, clean, orderly and legible with adequate margins and numbered pages?
2. Are spelling and capitalization accurate and consistent?
3. Are direct quotations properly introduced, spaced and punctuated?
4. Is the punctuation appropriate and accurate?
5. Are page references and footnotes supplied in proper form?
6. Is a bibliography, if required, supplied in proper form?
7. Have you proofread carefully and made necessary corrections?