Putting it Together Checklist

Know the required format

☐ Know the format for the task and understand the required structure e.g. essay, report etc.

Write an outline plan

☐ Decide on your main response and write a short statement
☐ Identify key points that support and develop your main response
☐ Draw up an outline plan and organise key points and any secondary points into a logical order
☐ Start compiling a reference list
☐ Check that each point is relevant/appropriate and addresses the unit concepts and marking criteria

Write the first draft

☐ Have essential items at hand e.g. assignment question, marking criteria, reference guide etc.
☐ Develop each key point into paragraphs that focus on one main point or idea
☐ Include explanations, clarifications, elaborations, examples, supporting detail, discussions and conclusions where appropriate
☐ Use reference sources to develop your ideas and present a balanced view
☐ Include in-text citations and add to your reference list as you go
☐ Stay within the framework of the task type and be mindful of the word limit

Continue to redraft

☐ Take a break before redrafting
☐ Read the assignment task again before redrafting
☐ Aim to strengthen and refine your response and pay attention to style and coherence
Assignment Navigator

Edit the final version

☐ Edit for content (Is your response/argument clear, logical and concise?)
☐ Edit for style and structure (Have you used appropriate language, structure, referencing, formatting?)
☐ Edit for spelling and grammar (Have you checked for accuracy and fluency?)

Be flexible

☐ Continually reflect, evaluate and make adjustments along the way – be open to change