

Checklist for Step 3

| Assignment Survival Kit | Yes ✓ | No x |
|--|----------|---------|
| Have you checked whether your initial notes answer the assignment question? | | |
| Have you drafted a revised and expanded essay plan? | | |
| Have you checked that your argument is logical? | | |
| Have you adequately covered your topic including any counter arguments? | | |
| Have you included evidence for your points? | | |
| Have you calculated the approximate word lengths for all sections of your assignment? | | |
| Does each paragraph have a clear topic sentence? | | |
| Does your introduction include a clear thesis statement? | | |
| Does your conclusion refer back to your introduction? | | |
| Is it easy for your reader to follow your argument – i.e. have you used linking and transition words? | | |
| Does your final essay plan answer the assignment question fully? | | |
| Have you acknowledged (referenced) all the sources you used in your essay? | | |
| If you have used quotations, have you shown these correctly (quotation marks or indenting)? | | |
| Have you got the information you need to write your reference list? | | |
| Where you have cited an original source, have you made sure that the grammar in your sentence flows naturally and correctly? | | |