

Checklist for Step 4

Assignment Survival Kit	Yes ✓	No x
First draft		
Have you checked the number of words you have written in your first draft?		
Have you written a thesis statement for your introduction?		
Does your first draft follow the plan laid out in the introduction? NB: Your introduction should state what your argument will show and how you will set out your case.		
Have you used your writing plan to keep each paragraph 'on track'?		
Have you saved your work in two separate areas as a backup?		
Have you referenced each source that you have used?		
Have you included in-text references plus a list of references at the end of your document?		
Redraft: structure		
Have you checked that your argument is presented logically?		
Does each paragraph contain only one main idea?		
Have you included examples and evidence to support your argument?		
Have you clearly signposted your argument?		
Redraft: language and style		
Have you used appropriate neutral, objective language?		
Does your grammar flow naturally and correctly within each sentence?		
Have you checked for basic spelling and punctuation errors?		