

Checklist for Step 3

Assignment Survival Kit	Yes ✓	No x
Am I keeping good, thorough records of my findings?		
Have I got a good system for keeping track of my results and findings as I collect my data?		
Have I made a start on writing up some parts of my report as I go along?		
Do I have a 'plan B' if my research goes wrong?		
Have I identified the main stages in my report and planned a time to complete these?		
Have I prioritised my tasks for this week?		
Have I got a 'done' list as well as a 'to do' list?		
Have I reviewed my report plan?		
Have I revised my background reading and checked my results?		
Where I have started to write up my report:		
Have I got the information I need to write my reference list?		
Have I acknowledged all of my sources in my report?		
Where I have cited an original source, have I made sure that the grammar in my sentence flows naturally and correctly?		