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

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