

Identify Major and Minor Issues – Action Plan 1

This *Action Plan* helps you identify major and minor issues from your lecturer feedback. After reading your lecturer feedback, identify your key areas for improvement – major and minor.

Separate your feedback into major issues and minor errors. List them in the action plan template and prioritise which feedback is most important on the left side. In the example below, one of the major issues is assessment structure with a number one priority. In the minor errors column, spelling has the highest priority with a number 1.

Example:

ACTION PLAN			
Priority	Major Issues	Priority	Minor Errors
2	<i>Paragraphing</i>	1	<i>Spelling</i>
3	<i>Referencing</i>	2	<i>Commas</i>
1	<i>Assessment structure</i>		

(Adapted from Cottrell, 2019, p. 316)

Set some realistic targets for action, such as before the next assessment. In the example above, your first step might be to check you understand the appropriate assessment structure before starting the next assessment. Think about how to deal with each major issue and minor error constructively. Ensure you understand why you received that feedback. If you are not sure, talk to your lecturer/tutor for advice.

Now complete your own action plan in the template below. List the major issues from your feedback as well as minor errors and number each one in importance. This will help you plan steps to improve those areas (See Action Plans 2 and 3) and order which issues should come first. An action plan will help you get started with improvements to retain more marks and improve your assessments.

ACTION PLAN			
Priority	Major Issues	Priority	Minor Errors