

Assignment Writing Checklist

As you prepare to write your assignment, ask yourself:

Do I understand the question?	
	Have I read the question three times?
	Do I understand what the question is asking? (If you need clarification, contact your marker)
	Have I identified the task words? (For a list of Task Words navigate to your unit in Moodle, scroll down to the "Assessments" banner and click on the "Assessment Resources" link.)
	Have I considered any limit words ¹ or content words ² ?

Have I brainstormed ideas?	
	Have I made a mind map of my ideas or written them all down? Have I noted my instinctive response to the question?
	Have I made a list of research questions to guide my reading?

Have I done the research?	
	As I gather information that answers my research questions, am I keeping track of where I got the information from and the referencing information?
	Have I made note of the relevance of this information to answering the question?

¹ Limit words indicate boundaries of the question. For instance, a period of time, or a place.

² Content words indicate the topic of the question, including related ideas to frame the topic. For instance, the topic may be sermons and the related ideas may their effectiveness in persuading giving in Church.

Have I established my key points to answer the question?

	Have I made connections between the sources I have gathered?
	Do I have a list of arguments?
	Do I have a list of counter-arguments?
	Have I grouped my ideas and resources under the headings of my key points?

Have I established an overarching argument?

	Is my overarching argument based on the evidence I have gathered and analysed?
--	--

Have I established an action plan?

	Have I used the Essay Plan Template to plan my assignment? Do I need to use another structure to accommodate the assignment type? ³ (e.g. Report, Exegesis etc.) (To download the essay template, navigate to your unit in Moodle, scroll down to the “Assessments” banner and click on the “Assessment Resources” link.)
	Do I have an outline for my introduction? (Remember this is an outline of what you will say in the body of your essay)
	Do I have an outline for each paragraph of my body? Does each paragraph represent one main idea? Do my paragraphs follow a logical sequence?
	Do I have an outline for my conclusion? (Remember this must be a summary of what you have said in the body of your essay)

I'm ready to write my assignment!

³ To see examples of different assignment types, navigate to the Study Skills and Student Support page on Moodle.

When revising and editing your assignment, ask yourself:

Is my essay well structured?	
	Have I made a clear statement in my introduction about what the answer to the question is?
	Does my introduction include all of the main points of my essay? Is my introduction approximately 10% of my total word limit?
	Is each paragraph at least three sentences long?
	Does each paragraph in my body have a topic sentence that introduces the main point?
	Does each paragraph flow on logically to the next? Do I need to re-arrange my paragraphs or reword the linking sentences?
	Does my conclusion introduce any new information? (If so, remove it, or put it in the body of the essay) Is my conclusion to the point? Does my conclusion summarise each of the main points made throughout the essay?
	Is my conclusion approximately 10% of my total word limit?

Does my essay adhere to the +/-10% guide⁴ on the word limit?	
I am under -10% of the word limit:	
	Have I fully answered the question? Is there a section I could expand on?
	Do I need to read more? Should I include more information or discussion?
	Have I provided enough evidence to support my argument/s?
I am over +10% of the word limit:	
	Is there anything in my essay that does not answer the question? Can I remove it and still answer the question fully?
	Is there any unnecessary repetition in my assignment?

⁴ For example, for a 2000-word essay, 10% of the word limit is 200 words. So, it should be no less than 1800 words (-200 words) and no more than 2200 words (+200 words).

	Am I clear and straight to the point, or are my sentences too ‘wordy’? Do I need to rewrite some sentences more simply?
--	---

Have I proofed my assignment?

	Does my assignment stick to the topic? Have I made it clear how each main point answers the question? Do I need to make clear statements to link my point to my answer?
	Have I used a citation for all of the sources I used, whether directly quoting or paraphrasing? ⁵ Do all of my direct quotes have opening AND closing quotation marks?
	Have I collated my sources in a Reference List/Bibliography at the end of my assignment? (To download the Referencing Guide, navigate to your unit in Moodle, scroll down to the “Assessments” banner and click on the “Assessment Resources” link.)
	Have I used Grammarly to check my assignment?
	Have I checked my spelling and grammar? Have I read my assignment out loud? (Tip! Changing the font while you proof read will help you to catch errors you did not see before)
	Does my assignment follow the formatting and general guidelines in the Higher Education Handbook? (see section 9.6)
	Have I included the ACOM coversheet as the first page? (To download the Coversheet, navigate to your unit in Moodle, scroll down to the “Assessments” banner and click on the “Assessment Resources” link.)

I am ready to submit my assignment!

⁵ Remember to not cite your sources is considered plagiarism, a form of stealing. See section 9.6.3 of the Higher Education Handbook for ACOM’s policy on plagiarism.