

WRITING SKILLS CHECKLIST

MACRO ISSUES

Focus / Purpose

- Have the requirements of the assignment topic all been met?
- Any suggestions on how the assignment could be more focused?
- Is the language/presentation relevant to the audience?
- Does the presentation provide enough evidence to persuade the audience?
- Is the information presented in a logical and understandable way?

Structure: Coherence

- Does each paragraph flow naturally into the next?
- Are there clear linking words and sentences between the paragraphs?
- Have the paragraphs been presented in the best possible order?
- Are the graphs clearly explained in the text?

MICRO ISSUES

Paragraph Structure

- Does each paragraph have a topic sentence and a clear main idea?
- Does the topic sentence indicate clearly what the paragraph is about?
- Are all the supporting statements relevant to the topic?
- Are the supporting statements presented in the best possible order?
- Do all the supporting statements have elaborating detail which is relevant, convincing and logical?
- Are quotes clearly indicated by inverted commas and followed by author/date referencing?

Cohesion

- Do the sentences in a paragraph have sufficient linking words so that the paragraph is fluent and logical?
- Do the connections follow one another logically?
- Have a variety of linking words been used?
- Is the linking word *appropriate* for the meaning of the sentence?

Appropriate Academic Register

- Have you referenced your sources?
- Are there any colloquialisms or slang?
- Are there any contractions (e.g. don't)?
- Is the writing concise? (i.e. not long-winded, verbose, repetitive; no euphemisms, cliches, or exaggeration)
- Has first person or third person voice been used appropriately and consistently?
- Have the graphical representations of data been integrated into the writing?
- Are the graphs clearly explained in the text?

Language

Check the following:

- Spelling
- Complete sentences
- Verb and pronoun concord
- Punctuation
- Tenses
- Sentences that are too long or too short.