

## Self-Feedback Checklist

It is important that you check your work before you submit your final assignment. Below is a checklist that you can use to ensure that you have considered all the relevant points in your assignment. You can write any additional notes you may want to record in the notes section.

Areas to consider		Yes / No	Your notes
Assignment question	Have you addressed all the elements of the question? (see 'breaking down an assignment question' guide for guidance)		
	Are all your paragraphs relevant to the question? Do they meet the required learning outcomes?		
	Do all your paragraphs address the question in-depth or superficially?		
	Have you defined all the key terms in your assignment question using academic sources?		
Introduction	Have you included broad background information supported with literature on the topic?		
	Have you included the aim of the assignment?		
	Is there a clear line of argument? Eg, your reasoning or point of view		
	Have you included the outline of the assignment?		
	Is your introduction roughly 10% of your final word count?		

<b>Main body</b>	Do all your paragraphs begin with a clear topic sentence? (see 'structuring paragraphs' guide)		
	Have you included relevant theories and research to support your argument?		
	Have you conveyed your understanding of the relevant theories and knowledge?		
	Do your paragraphs show discussion of the key issues and concepts?		
	Have you included more than one suitable evidence per paragraph?		
	Do your paragraphs convey your understanding of the issue/concepts discussed?		
	Have you used cautious language when concluding in each paragraph and in your conclusion? (see using cautious language in your writing)		
	Have you explored or elaborated on the evidence?		
	Have you used a variety of sources to support your claim?		
	Have you paraphrased or summarised the evidence?		
	If you have used quotes, what is your rationale for it? (Tip: it is best to avoid quotes in your writing unless you can justify yourself)		
	Do all your paragraphs flow?		
	Have you provided your reasoning at the end of the paragraph?		
	Have you used connecting words to show how your sentences are logically connected?		

<b>Referencing</b>	Are you using the correct referencing scheme?		
	Have you checked your reference list for mistakes with your punctuation marks and capital letters?		
	Are all your references in alphabetical order?		
	Are your citations for quotes correctly referenced? For example, (Nunan, 2010, p3)		
	Have you correctly cited all the paraphrased/summarised sentences? For example, (Nunan, 2010)		
	Have you cited correctly when you use two or more publications at the same time?		
<b>Conclusion</b>	Have you included a sentence on the aim of the assignment in your conclusion (revisit the aim in your introduction)?		
	Have you summarised the key points in the main body?		
	Have you explained the overall significance of the conclusion?		
	Is your conclusion roughly 10% of your final word count?		
<b>Proofreading</b>	Have you checked your spelling and grammar using Microsoft Word / Read&Write? (See 'proofreading using Read&Write' guide)		
	Have you checked all the homophones in your work? (homophones are words that sound similar but have different meanings such as 'know' and 'no').		
	Have you used shorter sentences in your writing? (See 'reduce unnecessary words' guide)		
	Is your Word document formatted correctly? (refer to the assignment brief for guidance)		

### **Links to other Study Hub guides**

Below is a list of Study Hub guides and resources that you can use to improve your writing. The guides can be found on the link below:

<https://lrweb.beds.ac.uk/studyhub@library/a-z-resources>

- Breaking down an assignment question
- Evaluating a source
- How to paraphrase and use quotes
- Linking references together and developing your own voice
- Proofreading using Read&Write
- Proofreading your work
- Reduce unnecessary words
- Showing analysis in your writing
- Structuring paragraphs
- Using cautious language in your writing
- Writing a conclusion
- Writing an introduction

### **Referencing guides**

You can find your referencing guide for your faculty on the link below:

<https://lrweb.beds.ac.uk/a-guide-to-referencing/referencing-schemesb>

### **Link to other Study Hub guides**

- Glossary for understanding feedback
- Self-feedback Form

### **Further information**

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information, visit: [lrweb.beds.ac.uk/studyhub](https://lrweb.beds.ac.uk/studyhub)

