

Assignment Writing Checklist

Introduction

One of the ways to improve the standard of your work is to use a checklist with a draft of your work. Depending on the type and level of your assignment there are different checklists available at StudyHub Online. This checklist is suitable for all types of assignments in your first year of study.

To use this resource online, use the highlighter or line numbers tools in **Word** to identify the areas of your assignment where you have included the elements listed below. To use a paper version of this resource print it out alongside a copy of your assignment and use a highlighter to identify where you have covered the elements listed below.

The following checklist questions were adapted from Cottrell (2011).

Aspects to consider:		
1.	Description <ul style="list-style-type: none"> • Is there only essential descriptive writing included? • Are the facts accurate? 	
2.	Analysis <ul style="list-style-type: none"> • Is the material included the most relevant to the subject? • Have suitable examples of research been used? • Are the reasons presented in a logical order and clearly linked to one another using common linking words and phrases? 	

Aspects to consider:		
3.	<p>Evaluation</p> <ul style="list-style-type: none"> Does it include a reasoned evaluation of views that support and or contradict the argument? 	
4.	<p>Introduction</p> <ul style="list-style-type: none"> Does the introduction provide background/context to the topic? Does the introduction state the topic and how it will be addressed? Did I outline the structure of the assignment in my introduction? 	
5.	<p>Formal</p> <ul style="list-style-type: none"> Is the assignment jargon-free and clearly written? Is the writing style consistent and appropriate for the task/ unit/ course? 	
6.	<p>Others' point of view</p> <ul style="list-style-type: none"> Is there evidence to support the argument? Has a variety of reliable sources been used? Is evidence consistently referenced according to the faculty guidelines? https://lrweb.beds.ac.uk/a-guide-to-referencing/referencing-schemes 	
7.	<p>Cautious language</p> <ul style="list-style-type: none"> Based on the evidence, are the conclusions clear and written in cautious language where appropriate? 	
8.	<p>Succinct</p> <ul style="list-style-type: none"> Are all the long sentences used appropriately and only when necessary? Have I removed irrelevant information? 	

Aspects to consider:		
9.	Impersonal <ul style="list-style-type: none"> • Are my views presented in the third person? I.e. I have not used 'I', 'My', 'You', 'We'. 	
10.	Conclusion <ul style="list-style-type: none"> • Does the conclusion synthesise the main points? • Are my reasons presented in the best order and lead clearly towards the conclusion? 	

Reference

Cottrell, S (2011) *Critical Thinking Skills*. 2nd Ed. Basingstoke: Macmillan Publishers Ltd.

Further information

Study Hub@Library provides a range of opportunities for you to enhance your academic skills. For more information, visit the [Study Hub Website](#).

Other related Study Hub guides related to assignment writing include:

- Writing assignments
- Checking and editing work
- Referencing checklist