



Checklist for **WRITING & EDITING ASSIGNMENTS**

Let's divide our assignments and their requirements into 7 sections for easy understanding.

Understanding the Assignment

- What type of assignment am I dealing with?
- Will I be able to summarize my given topics in a single statement?
- What are the actions that are essential for me to take regarding the assignment topic?
- Am I clear on the grading benchmark for the given assignment?

Structure of the Assignment

- What is the specific structure suggested by my mentors / guide?
- Does my introduction clearly define my thesis statement and outline my key discussions?
- Do transitions between my sentences and paragraphs flow smoothly in the assignment?
- Are all my headings used fittingly in all required places?
- Does all my individual paragraph focus on a single key idea of the assignment?
- Does my conclusion reconnect with all my questions and recap my arguments in the end?

Contents in the assignments

- Have I included enough ideas to thoroughly address the questions asked in my assignments?
- Are all my ideas directly related to the assignment questions?
- Does my position in assignment thesis supports with evidence that I've given?
- Have I critically analyzed all the content in my assignment?

○ Reading and Referencing

- Are all my sources contemporary, pertinent, and academically appropriate according to my assignment?
- Have I used multiple sources to support my points in the assignment?
- Are all my in-text references formatted correctly in my assignment?
- Do I have an extensive reference list or bibliography for my assignment?
- Are all my references cited within the text listed in the bibliography of my assignment?

○ Academic Style

- Have I chosen the right format, vocabulary and framework for my assignment?
- Is the academic tone of my assignment fitting?
- Have I avoided colloquial tone and shrinking in my text in the assignment?

○ Grammar and Vocabulary

- Does my content is coherent and related when reading?
- Are there any sentences in my assignment that are left out or fragmented?
- Are all the verb tenses and usage of the content in my assignment correct and consistent?
- Is there a stable subject-verb agreement present in my assignment?
- Have I rightly used singular and plural forms in my assignments?
- Have I used divers vocabularies to avoid repetitions in the assignment?

○ Proofreading

- Have I eliminated all my typographical errors, spelling errors, and punctuation errors in the assignment?
- Are my formatting and demonstrations lined up with assignment requirements?