

Appendix B

Checklist for Self-Assessment of Academic Writing¹

- 1 Do you choose the right genre given the task at hand?
- 2 Do you include the common rhetorical moves typical of that genre? Do you employ linguistic resources that are functional and effective for instantiating these moves?
- 3 Is the content you present complete, accurate, and logically sequenced?
- 4 Is the scholarly literature reviewed sufficiently broad, deep, and focused? Are sources critically appraised?
- 5 Is each main point or argument well supported by details, examples, or evidence? Is the strength of your claim proportionate to the evidence provided or reasonable assumptions?
- 6 Are the transitions smooth between paragraphs and between sections?
- 7 Are sentences within each paragraph logically connected?
- 8 Do you mix academic and colloquial styles appropriately?
- 9 Do you use accurate and precise language?
- 10 Do you use cautious and non-discriminatory language?
- 11 Do you represent what others say accurately and adequately?
- 12 Do you summarize others' work in a way that connects with your argument? Is the length of your summary proportionate to the relevance/importance of the work being summarized?
- 13 Do you acknowledge and respond to alternative or opposing viewpoints? If so, do you do it in a way that is considerate and at the same time supports your argument?
- 14 Is there a clear distinction between your ideas/voice and those of others?
- 15 Do you repeat your points in interestingly different ways?
- 16 Do you use quotes? If so, do you frame each quote successfully and integrate it smoothly into the text?
- 17 Do you avoid over-quoting or plagiarizing?
- 18 Do you acknowledge all the sources used?
- 19 Do you use visuals? If so, are they clear and well-integrated with the prose in the text?
- 20 Is your writing clear and accessible to your target audience?
- 21 Do you foreground the significance and contribution of your writing?
- 22 Do you avoid use of awkward or obscure words, phrases, or sentences?



- 23 Do you acknowledge those who have contributed to your research and writing in some meaningful way?
- 24 Do you adhere to conventions in grammar, punctuation, and spelling?
- 25 Do you follow the assignment guidelines (e.g., length, style, tone, format, appearance, depth, submission deadline)?

Comments:

Note

- 1 Appendix B can be downloaded, printed, and copied for personal use. You can access these downloads by visiting the book product page on our website: <http://www.routledge.com/9780367653545>. Then click on the tab that says “Support Materials” and select the files. They will begin downloading to your computer.