

Checklist for drafting and proofreading your assignment

Ideally, you will complete a number of drafts for your assignment, including a final proofread. Although you may focus on 'ideas', 'structure' and 'language' in more than one draft, try to give primary focus to just one of these aspects at a time.

It is worth noting that extra research often continues into the early drafting stages (but not while proofreading).

It is also important that you fully understand the assignment question and any other assignment instructions before you begin writing – if you have any questions, ask your lecturer or tutor as early as possible. Return to the assignment question regularly to keep yourself on track.

And remember – it is always best to have a few days between drafts!

Draft 1: Ideas

Have I:

- reviewed my **assignment question and instructions**?
- covered all the main points from my **plan**?
- developed **one main idea per paragraph**?
- explained how each paragraph relates to the assignment question?
- provided **supporting evidence**, explanations and examples for each main point?
- included some of my own **critical analysis** for each main point?
e.g. questioning ideas and evaluating evidence
- **correctly cited** the source of the information I have used throughout the assignment?
- added a bibliography or reference list according to the required style for this unit?
- stuck to my original argument or have I contradicted myself?
- considered whether my writing is **convincing**?
- tested my argument and my evidence on a friend?

Draft 2: Structure

In addition to reviewing the points above, have I:

- developed a **clear structure** according to the assignment type (essay, report, reflective writing) and the assignment criteria?
- written each paragraph with a clear **topic sentence**; examples, explanations, and evidence that support the topic sentence; my critical analysis of sources?
- clearly **integrated ideas from other sources** – accurate summaries and paraphrases of sources in **my own words** – and properly cited them?
- created an overall **logical flow** to my main points? Are the paragraphs well linked? Would it help to draw a mind map to get an overall picture of my written response?

Draft 3: Language

Have I:

- used language that is **formal, objective** and **tentative**?
- used language that is **appropriate to my discipline**? Look closely at readings recommended by lecturers for good writing models.
- checked my **grammar** and **punctuation**?
- read my writing aloud to myself or to a friend/classmate to check for **flow**?
- **cited at all necessary points** in my writing? Will my reader be able to distinguish between my own words and ideas, and my summaries, paraphrases and quotations of sources? *
- checked that all citations are **formatted correctly**?

* Getting this wrong can lead to accidental plagiarism.

Draft 4: Proofreading

Have I:

- done a **spell and grammar check**? (set to Australian, not US language)
- **printed** my document to do final proofread?
- used a blank piece of paper over the document to read one sentence at a time? Read slowly and carefully.
- read my assignment **aloud** to check for errors?
- completed my own final spelling and punctuation check?
- cross-checked and proofread all **citations** and the reference list / bibliography?
- checked my assignment instructions for any other **formatting** requirements? e.g. margins, page numbers, sections and heading styles, tables and figures.