



## Activity: Self-assessing your work to improve your grades

Try using this tick sheet to self-assess your work before handing it in.

### Have you:

**Tick**

#### In general

- Followed the assignment brief you were given in completing your work?
- Completed all the tasks that were set?

#### Construction

- Given your work a title and created a title page?
- Created a contents page showing page numbers on the right-hand side?
- Written a well-developed introduction?
- Used sub-headings to group your ideas thematically within the main body of your report?
- Written a well-developed summary conclusion and remembered not to introduce new material in it?
- Given attention to the visual presentation including fonts, font sizes, spacing and layout?
- Submitted other documents required as appendices to your report?

#### Intellectual argument

- Avoided normative statements that do not offer any evidence?
- Supported positive statements with examples drawn from your experience or evidence from your reading?
- Provided clear and logical arguments?
- Structured your arguments so as to reach your conclusion?