<table>
<thead>
<tr>
<th>Please tick one or more columns for each of the options below</th>
<th>This is what I did</th>
<th>I would have liked to do this, but didn’t manage it</th>
<th>I didn’t think this necessary</th>
<th>This just was not possible for me</th>
<th>I’ll do this next time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I started thinking about this essay in plenty of time</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>I started to collect my reading materials well in advance</td>
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<tr>
<td>3</td>
<td>I discussed the ideas associated with this essay with someone, virtually or live, prior to starting writing</td>
<td></td>
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<tr>
<td>4</td>
<td>I had a timetable in mind for pre-reading, planning, drafting, writing, checking, doing the references</td>
<td></td>
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<tr>
<td>5</td>
<td>I planned out the structure of the essay logically, so my train of thought was continuous</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>I made reasonable efforts to clear the decks for the actual writing of the essay</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>I made referencing easy for myself by properly noting all of my sources as I did the reading</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>I showed someone a draft of my essay before I completed it</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>I acted on feedback I received to make my essay better</td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>I wrote a summary/abstract that encapsulated my key points succinctly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>I checked my work over carefully for obvious mistakes, and I used a spellchecker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 5.5** Feedback form: on submitting your first essay on a course

[Photocopyioule Making Learning Happen © Phil Race, 2014 (SAGE)]