

Final Draft Checklist

Content: I have...	v
answered the question	
answered all parts of the question	
only included relevant information	
a good balance: there's not undue prominence given to one aspect	
a clear line of argument	
expressed my ideas clearly	
Structure: I have...	
used paragraphs	
a clear, logical order to my information	
linked my sentences and paragraphs to achieve a good flow	
an introduction that sets the scene and outlines what comes later	
a conclusion that draws my ideas together and gives a firm conclusion	
written clear sentences	
Critical evaluation: I have...	
used evidence to support my opinions	
put the topic into context using evidence	
Style: I have...	
used a formal, academic tone	
avoid slang, cliché, idioms and colloquialisms	
used simple, clear language and avoided jargon	
used medical and technical terms when they are needed, and used them correctly	
Grammar, punctuation spelling: I have...	
written grammatically correct sentences	
punctuated my work correctly	
made sure all the spellings are correct	
Referencing: I have...	
used the correct referencing style	
fully cited and referenced all quotations	
referenced all summarised or paraphrased ideas	
a complete bibliography or reference list	
Appearance: I have...	
numbered the pages	
put my name or personal identifier on each page	
used sensible margins	
a clear title	
left spaces between paragraphs	

Specific instructions: I have...	