

* Make sure you are answering the question/fulfilling your brief
* Check the assignment specifications e.g. word count and referencing style.
* Make sure your argument follows a logical structure
* Your ideas should be clear and concisely expressed
* Support your arguments with evidence
* Include analysis of key sources/data
* Your writing style should be objective rather than subjective/personal
* Don’t over-use personal pronouns such as ‘I’
* Make sure your writing style is formal rather than conversational
* Your assignment should be pitched at the right level and follow the right style for the intended audience. Think about the context: a speech will be written in a different style to a technical report.
* Check spelling.
* Check punctuation.
* Check grammar.
* Check for typos.
* Have you cited all your sources to avoid plagiarism?
* Have you labelled all figures/graphs?
* What about formatting?
* Are any statistics/dates referenced correctly?

**Proofreading**

**Refining your style**

**Academic writing**