

○ Writing Self-Assessment

This checklist provides some basic tips that can help you improve your writing in academic and career settings. It is not designed to replace comprehensive writing instruction or test preparation.

YOUR ARGUMENT

1. Is the main idea or argument you make in your response clear? (Hint: If you were asked to repeat the main idea in your writing, could you do it easily?)

no needs work yes

2. Reread the writing prompt. Is your main idea well-connected to the prompt? (Hint: Imagine the prompt as a question and the main idea of your writing as the answer. Does it make sense?)

no sort of yes

YOUR IDEAS AND ORGANIZATION

3. Is your response well-organized overall and at the paragraph level? (Hint: Can you explain why each sentence belongs in the paragraph that it is in and why each paragraph is where it is supposed to be?)

no needs work yes

4. Did you demonstrate awareness of your audience and maintain a formal tone? (Hint: Is everything that you wrote appropriate for a school setting? Can you picture a teacher reading it out loud in a class?)

no maybe some of it yes

5. Are your ideas expressed clearly, using the correct words to convey meaning? (Hint: If you read your writing to a complete stranger, would he or she always understand what you are trying to say?)

no some people would get it yes

YOUR USE OF EVIDENCE

6. Did you use quotes or ideas from the passages you read to support your argument? (Hint: Did you write why you think the passages prove your point instead of just including a quote without responding to it?)

no a bit yes

7. Did you analyze the issue in the source texts and/or evaluate the validity of the argument? (Hint: Did you show that you understand all sides of the issue and/or did you explain why you did or did not think the authors' arguments were convincing?)

no could do more yes

YOUR GRAMMAR AND TECHNICAL WRITING SKILLS

8. Is everything in your response spelled correctly? Is all the punctuation correct? (Hint: Read your writing one word at a time. Did you catch all of your mistakes?)

no some problems yes

9. Did you use transition words to help your reader follow the structure of your writing? (Hint: Are there words like *therefore*, *however*, *in contrast to*, *for example*, and *in conclusion* in your writing?)

no a couple yes

10. Is your response free of errors that interfere with fluency or comprehension? (Hint: Read your writing out loud all the way through. Can you correct any mistakes that make it confusing or hard to read?)

no some mistakes yes

RESULTS

Your goal should be to check all of the “yes” boxes. If you are not there yet, keep these questions in mind the next time you write.