# Feedback Checklist

<table>
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<th>Feedback for:</th>
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<td>Name: ________________________</td>
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Remember that you are giving feedback from your point of view as a **reader**. But while you do not need to be an expert on the topic of the paper, you do offer expertise in academic writing. Read the essay thoroughly. Use a dictionary if necessary. Then answer each of the following questions in full. Remember that giving useful feedback requires you to ‘spend the time’. Remember also that giving feedback will help you to become a better writer.¹

¹ All advice contained in the paragraph is taken from Belcher (2009). Those points in the following that refer to the elements of good academic writing (clarity, unity, and cohesiveness), structure and content are adapted from Folse et al. (2014). Full references below.

1. Is the article within the word limit?

   YES/NO

2. How effective is the title? Rate your answer 1 (poor) to 5 (excellent).

   1  2  3  4  5

   Explain your rating.

3. Does the article include in-text references?

   YES/NO

4. Do ALL the ideas AND information in the paper have an in-text reference?

   YES/NO

   If NO, state which ideas and information is unreferenced.
5. Do all the in-text references appear in the reference list?
YES/NO
If No, state which ones.

6. Do any references in the reference list not appear in the paper?
YES/NO
If YES, state which ones.

7. Are the full references in the reference list organised alphabetically by author surname?
YES/NO
If NO, list the references that are not in order.

8. How correctly written are the full references? Rate your answer 1 to 5.
1  2  3  4  5
Explain your rating.

9. To what extent is purpose of the article clear? Rate your answer 1 to 5.
1  2  3  4  5
Explain your rating.
10. Does the article include an introduction, three body paragraphs or sections and a conclusion?

YES/NO

If NO, state what is missing.

11. How well unified is the article? (To what extent do all the ideas in the article relate to the thesis statement?) Rate your answer 1 to 5.

1 2 3 4 5

Explain your rating.

12. How cohesive is the article? (How well-connected are the sentences and paragraphs?) Rate your answer 1 to 5.

1 2 3 4 5

Explain your rating.

13. How well balanced is the article? (To what extent does the main body represent 80% of the whole?) Rate your answer 1 to 5.

1 2 3 4 5

Explain your rating.

14. How effective is the introduction? Rate the hook, Connecting Information and thesis statement 1-5

Hook: 1 2 3 4 5

Explain your rating.
1. How effective is Body Paragraph 1 (BP1) or Section 1? Rate the Topic Sentence/s, Supporting Sentences and Concluding Sentence/s 1 to 5.

BP1/Section 1 Heading (if included): 1 2 3 4 5

Explain your rating.

BP1/Section 1 Topic Sentence/s: 1 2 3 4 5

Explain your rating.

BP1/Section 1 Supporting Sentences: 1 2 3 4 5

Explain your rating.

BP1/Section 1 Concluding Sentence/s: 1 2 3 4 5

Explain your rating.
16. How effective is Body Paragraph 2 or Section 2? Rate the Topic Sentence/s, Supporting Sentences and Concluding Sentence/s 1 to 5.

<table>
<thead>
<tr>
<th>BP2/Section 2 Heading (if included):</th>
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<th>2</th>
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<th>BP2/Section 2 Supporting Sentences:</th>
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<tr>
<th>BP2/Section 2 Concluding Sentence/s:</th>
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17. How effective is Body Paragraph 3 (BP3) or Section 3? Rate the Topic Sentence/s, Supporting Sentences, and Concluding Sentence/s 1 to 5.

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<th>BP3/Section 3 Heading (if included):</th>
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BP3/Section 3 Supporting Sentences: 1 2 3 4 5
Explain your rating.

BP3/Section 3 Concluding Sentence/s: 1 2 3 4 5
Explain your rating.

18. How well does the Conclusion Restate the Thesis, Summarise the Main Points, and finish with a Concluding Remark? Rate your answer 1 to 5.
Restate the thesis: 1 2 3 4 5
Explain your rating.

Main point summary: 1 2 3 4 5
Explain your rating.

Concluding remark: 1 2 3 4 5
Explain your rating.

19. How informative is the paper? Rate your answer 1 to 5.
1 2 3 4 5
Explain your rating.
20. How persuasive is the paper? Rate your answer 1 to 5.
1 2 3 4 5
Explain your rating.

21. How entertaining is the paper? Rate your answer 1 to 5.
1 2 3 4 5
Explain your rating.

22. How clearly and precisely written is the paper? Rate your answer 1 to 5.
1 2 3 4 5
Explain your rating.

23. How well does the abstract summarise the paper? Rate your answer 1 to 5.
1 2 3 4 5
Explain your rating.

24. To what extent are the key words well chosen? Rate your answer 1 to 5.
1 2 3 4 5
Explain your rating.
25. Does the paper contain any errors (grammar, spelling, punctuation, missing words and/or capitalization)?

YES/NO

If Yes, list them

References
California, Sage