|  |  |
| --- | --- |
| My revisions | My check list before I hand in my papers: |
|  | Test 1 | Test 2 | Test 3 | Test 4  | 👓 |
| Orthography | Orthography |
| Spelling  |  |  |  |  | * Did I check my “oops friends“?
 |
| Quoting |  |  |  |  | * Did I keep to the rules for quoting?
 |
| Punctuation |  |  |  |  | * Did I check my punctuation?
 |
| Grammar  | Grammar |
| Tenses |  |  |  |  | * Did I check my „oops friends“?
* Did I consequently apply the grammar rules?
 |
| Modes |  |  |  |  |
| Other G mistakes |  |  |  |  |
| Expression and style | Expression and style |
| Variation of vocabulary |  |  |  |  | * Did I use adequate vocabulary or only simple words?
 |
| Expression  |  |  |  |  | * Did I try to create interesting sentences on an adequate level of language for presenting my argumentation or ideas?
 |
| References |  |  |  |  | * Did I refer clearly from one issue to the other and check my use of “it”?
 |
| Sentence structure (parataxis/ hypotaxis) |  |  |  |  | * Did I vary and check the length of my sentences?
 |
| Word order |  |  |  |  | * Did I stick to the rules of the English word order?
 |
| Unnecessary fillers |  |  |  |  | * Did I avoid “empty words” (fillers) and repetitions of words?
 |
| Repetitions |  |  |  |  |
| Structure  | Structure |
| Introduction |  |  |  |  | * Did I show that I understood the task by creating a motivating introduction?
 |
| Paragraphs (main parts) |  |  |  |  | * Did I structure my text logically?
 |
| Transitions between parts/paragraphs  |  |  |  |  | * Did I connect each paragraph and part logically by using linking words or chunks?
 |
| Conclusion |  |  |  |  | * According to the task: did I finish with a personal comment or outlook on the future on a level that is not just repeating what I said before?
 |
| Line of thought (“red thread") | Line of thought (“red thread”) |
| Error in reasoning[[1]](#footnote-1) |  |  |  |  | * Did I write a text that is interesting, reasonable, and logical for someone who reads it and might not know much about the subject?
 |
| Wrong fact(s) |  |  |  |  |
| Missing paragraph(s) |  |  |  |  |
| Missing reason(s)/explanation(s)/justification(s) |  |  |  |  |

1. *Denkfehler* [↑](#footnote-ref-1)